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**AGENDA
REGULAR SESSION
MAYOR AND COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, Room #106
WEDNESDAY, JULY 1, 2009
at 6:30 P.M.**

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
 - a) **Approval of the Minutes:**
 - 1) Council Retreat – June 23 & 24, 2009
 - 2) Regular Session – June 17, 2009
 - 3) Special Session – June 17, 2009
 - 4) Special Session – June 10, 2009
 - 5) Executive Session – June 10, 2009 (recorded)
 - b) **Set Next Meeting, Date and Time:**
 - 1) July 8, 2009 at 6:00 p.m. – Special Session
 - 2) July 8, 2009 at 6:30 p.m. – Work Session
 - 2) July 15, 2009 at 6:30 p.m. – Regular Session
 - 3) July 22, 2009 at 6:30 p.m. – Council Hears Planning & Zoning
 - c) **Possible approval of agreement with The Network for the Whistle-Blower Hotline Services, and giving the Mayor approval to execute the agreement** (Staff Resource: Michael Scannell)
5. **Council Informational Reports.** These reports are relative to the committee meetings that Council members attend. The Committees are Camp Verde Schools Education Foundation; Chamber of Commerce, Intergovernmental Association, NACOG Regional Council, Verde Valley Transportation Planning Organization, and Yavapai County Water Advisory Committee. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.
6. **Call to the Public for Items not on the Agenda.**
7. **Presentation by Jodie Filardo of the Sustainable Economic Development Initiative Board and the City of Sedona Economic Development Department and Doug Allan, Associate, Career and Technical Education, Flagstaff Unified School District relative to a survey intended to determine the need for a Workforce Training Center in Northern Arizona. This item may also include discussion.**
8. **Discussion, consideration, and possible selection of two candidates that are seeking election to the Arizona Municipal Risk Retention Pool Board of Trustees to fill two four-year terms. The candidates are Scott Barber, City of Casa Grande, Rich Mueller, City of Sierra Vista, Lori Wedemeyer, Town of Parker, Jackie Baker, Town of Camp Verde, James E. Mannate, Town of Florence, Deb Thalansitis, Town of Marana, Robert Easton, Town of Oro Valley, and Janet Perry, Town of Clarkdale. (Staff Resource: Michael Scannell)**
9. **Discussion, consideration, and possible approval of Resolution 2009-780 a Resolution of the Mayor and Common Council of the Camp Verde, Yavapai County, Arizona temporarily suspending all actions and to relieve the members of the following Commissions: Housing Commission, Library Advisory Commission, Parks & Recreation Commission, and the Trails and Pathways Commission. This action may also include direction to staff to prepare a reception to thank those volunteers who serve on the commissions. (Staff Resource: Debbie Barber)**
10. **Discussion, consideration, and possible direction to staff to begin the process to combine the Design Review Board duties with those of the Planning & Zoning Commission, to place Ordinance 2006-A331 on the July 8, 2009 Work Session Agenda for review and possible amendment, and to bring a recommendation or an ordinance for adoption to Council at the earliest possible date. (Staff Resource: Debbie Barber)**

11. **Discussion, consideration, and possible agreement to support and/or to co-sponsor the following proposed resolutions that will be submitted to the League of Arizona Cities and Towns for consideration (Staff Resource: Debbie Barber):**
- **Resolution #1 urges the Legislature to modify state liquor laws to enhance the ability of municipalities to address community-related problems associated with liquor establishments, such as requiring the Department of Liquor Licenses and Control and the State Liquor Board to give greater consideration to city/town recommendations on proposed liquor license. (City of Prescott)**
 - **Resolution #2 urges the Legislature to modify State Statutes to allow cities and towns to request a price range in a Request for Proposal or Statement of Qualification solicitation for Professional Services. (City of Prescott)**
 - **Resolution #3 amending Title 39-121.01(D) to allow additional fees for voluminous or substantial public records requests. (City of Prescott)**
 - **Support conservation and protection of open space, plant, animal, water, and other natural resources as value-added to the current and best use value test of State Trust Land Transactions, particularly in those regions of the State where preservation of natural resources is critical to the highest and best use development of undeveloped land in adjacent unincorporated communities, incorporated cities and State Trust Lands. (City of Sedona)**

Mayor Burnside requested the following item:

12. **Discussion, consideration, and possible direction to staff to research and to bring back a recommendation at the next meeting pertaining to the possibility of giving preference to Camp Verde contractors as it relates to:**
- **Town-funded projects and services**
 - **Length of and procedures for the renewal of service and material supply contracts with the Town.**
13. **Call to the Public for Items not on the Agenda.**

There will be no public input on the following items:

14. **Advanced Approvals of Town Expenditures**
- a. **There are no advanced approvals.**
15. **Manager/Staff Report** Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.
16. **Adjournment**

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Posted by: U Jones

6-26-09

Date/Time: 6-26-09

10:45

Note: Pursuant to A.R.S. §38-431.03.A.2 and A.3, the Council may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item.

The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk.

**MINUTES
COUNCIL RETREAT
Yavapai College Camp Verde Campus
321 W. Apache Trail
June 23 & 24, 2009 9:00 a.m.**

**Minutes are a summary of the discussion. They are not verbatim.
Public input is placed after Council motions to facilitate future research.
Public input, where appropriate, is heard prior to the motion**

Present:

Mayor Bob Burnside, Vice Mayor Bob Kovacovich, and Councilors Baker, Garrison, German, Roulette, and Whatley

Also Present:

Town Manager Michael Scannell, Town Clerk Deborah Barber, and Presenter Lance Decker

1. Welcome and Opening Comments

• **Review Retreat Agenda**

Mayor Burnside welcomed Council members & reviewed the agenda. He thanked Mr. Decker for coming and that he was looking forward to learning. We will discuss Town issues, but will not be making any decisions.

Town Manager Scannell thanked everyone for being here, noting there was a unique opportunity to chart the course for Camp Verde over the next two years. Mr. Decker's experience will help you to move forward.

• **Charter and Objectives of the Retreat**

Mr. Decker said it was a pleasure to be back and that we are 180 degrees from the feeling he was getting now as opposed to two years ago. We are night and day, congratulations! You are ready to start a journey afresh. You have tremendous assets and we will learn how to put those to use over the next two days. We will discuss current issues, identify productive ways to collaborate, and develop short-term actions needed to move into the future. Through controversy, we can move toward resolution. The public thinks it is simple, but it is not simple. It is complicated because you are dealing with everyone's interests. You will learn things from this meeting that you can take into your meetings.

The New Policy Team: What do we need to know about each other?

Council members wrote something that no one knows about them and a priority for Camp Verde that they would like to accomplish in the next two years on a card. Decker placed the cards onto a storyboard and then reviewed the comments.

Scannell said that he is taking a Spanish class because he wants to speak Spanish fluently. He grew up in San Francisco in the Sunset District. He is the eldest of seven children in an Irish family. Both sides of his family are Irish. The most unusual job he has ever had was on a merchant ship traveling to Southeast Asia the day after he graduated high school. He spent every summer in college doing the same thing, traveling the world. He served as an enlisted man in the Navy as a radar person, serving in Europe and the Mediterranean. It was a great experience. His goal is to revitalize downtown Camp Verde. It would be a place where people would gather. Council could capitalize on the rural western

character and support development that is tasteful. You will know it is what it is meant to be by the feeling of vibrancy, ability to sustain them.

Carol German is the 13th of 14 children and grew up in Phoenix, and as a result, is spoiled. Her most unusual job was out of high school; she worked for a drapery company and in college worked in the Phoenix Parks and Recreation. She would also like to see the downtown revitalized, jobs, street improvements, there are so many. Would like to see our system of government improved to get everyone on the same page.

Robin Whatley has been to Australia, Asia, North America, and Europe and would like to see the other three. She grew up in Chino Valley and it was a small town. She saw how Chino Valley changed and she knows that she could never live in a big city. They built a road through Chino Valley and it killed the community. There was no longer a central focal point, all the founding families left and with them, their sense of character, and Chino Valley became a suburb of Prescott. She has not had odd jobs, but has children from age 30 to 17. When she first became a teacher, her lesson plans were put on a small sticky note and it worked.

Decker said that we are standing on the shoulders of those that came before us and it is up to Council to decide where to go next.

Norma Garrison road a mule into the Grand Canyon and grew up in South Phoenix without electricity and running water. Her goal is to rewrite the Town Code, as she does not believe her Town is protected.

Pete Roulette grew up in Gettysburg, PA and had a black lab named Dixie. The small Town affected him. He felt that being on Council was odd, as he was never involved in government. Decker explained that human beings must have community to survive; everything they have is contractual; and governance. Pete's oddest job was washing dishes in a restaurant, which he still does and was a housekeeper in Death Valley. His goal is to restore faith in their government. Decker said that he could do that in two years if he put all his efforts toward accomplishing his goal. Pete said he moved to Arizona in 1993 and lived in Dewey, living with solar power & capturing rainwater. He moved to Camp Verde in 2001.

Jackie Baker traveled to Niagara Falls at age 10. The majesty and the sound of the water stayed with her all these years. She was a carhop in her younger days in the Texas Panhandle winters. She grew up in Indianapolis and moved to Phoenix at age 13. She married into the Air Force and traveled to Tokyo and Bangkok. Her goal is downtown redevelopment. Went to a seminar that taught, start from where you are and remember who you are. I love the little shops and I want the businesses in downtown that can serve our citizens and the tourists. Decker said that came up repeatedly, serve our citizens, and do not make them go to Cottonwood.

Bob Kovacovich played the tuba in the High School band. He grew up in Camp Verde and was in the band from 4th grade on. He started with the trumpet and went to the tuba. Growing up in Camp Verde was good, he knew everyone. His most unusual job was packing apples at Slide Rock. His priority is downtown redevelopment. He will recognize the success when businesses are opening rather than closing. Main Street used to be a happening place.

Bob Burnside wanted to be a doctor. When he grandmother died, he started reading medical books. I used to know the names of all the bones in our body and the organs. When I was 15, we moved to Arizona from Ohio. He saw the doctor grab his mother's broken leg and he decided not to be a doctor. I learned that you do the chores, take care of the animals first, and then you eat. You take care of the

animals and you will have food. I learned to be responsible; I learned to fix the shovel and to use old boots to fix broken door handles. His most unusual job was a cook at the Las Vegas hospital. I went to Vegas with \$100 and needed to find a job to get a bus ticket home. I needed a job for two days and ended up staying 1 and ½ years. I would like to correct the Town Codes. Before we can continue, I would like to review all of the Codes so that we know what we are doing and at the same time, turn the telescope around so that we can see the big picture.

Here is what I learned in my telephone calls

Decker presented a summary of the telephone calls and e-mails with Council. A copy of the summary is attached and becomes a permanent part of this record.

Break at 10:20 a.m.

Call To Order: 10:38 a.m.

The Retreat Discussion Model

A copy of the Issue Development Process and Glossary of Code Words are attached and become a permanent part of this record. Most everyone has the same goals, hopes, and dreams.

Everyone's words are valued and everyone is welcome to speak. Let us not be rude or applaud. Cut them off immediately at the first sign of unacceptable, stop the meeting. Mrs. Smith, please, your tone is uncivil or is not productive, please direct your comments to the issue and be civil. If it continues, recess the meeting and speak to the person individually and explain that we are trying to change things. At some point, you must let people know that civility is in style. The rule of mob is unsettling. The past is the past, we can agree today to move forward.

Scannell said that it would be good for the Mayor to read a statement before each meeting about valuing input, but remember not to attack people, but ask them to be civil and respectful.

Baker agreed that a short statement letting the community understand that we are trying as a Council to make a difference. Every person since Carol German was appointed to Council has come forward to say how please they are with the Council.

German felt that an angry person says something that generates a response from Council. We should practice letting the Mayor handle these issues. Decker said that he was working with a Council and people felt disrespected by the Council. Council members would read a newspaper, clip his nails, and leave the dais. This sends a message to the community and incivility broke loose. This falls to the Mayor to keep the meeting moving forward.

2. The Code of Cooperation & Responsiveness, Round 2

The Code of Teamwork and Cooperation is attached and becomes a permanent part of this record.

Decker recommended that Council avoid all exparte communication. Scannell gave an example: if you meet with a developer to discuss the project, this should be disclosed to other Council members. In fact, you should avoid the conversation altogether if you are going to be voting on the issue. Decker suggested that meeting with a group of developers would be permissible. Scannell compared the situation to a judge in camera. You are the judge, you are listening to the evidence, you probe, you ask for additional information and then you make a decision. However, if you meet with them privately and they gain favor, then you have violated the public's trust.

Roulette spoke to Jackpot Ranch. He asked if one of the members went out there and spoke to a representative was permissible. Scannell said that if all members were asked to attend, it would be okay, but not so individually. Roulette suggested that everyone attend a tour.

Baker used the Ruskin land trade issues. He came to introduce their plans. It was handled at Town Hall with staff and three Council members at a time. We do not have an economic development staff or team. Now they would meet with our manager. The manager would ask the Mayor to sit in and that is how we handled things in the past.

Burnside said that a Council person sees that they do not have all the data, that they should be allowed to go out and walk the premises, but not have a discussion.

Scannell said that up to the point that a permit is filed, Council members are free to discuss and debate. However, once the permit is filed, you need to watch what you are doing. Your attorney should brief you on serial meetings. For example, a developer may go from Council member to Council member. Garrison said that she was shocked about the phone calls after she was elected. I made a list of questions for the new Manager. I asked how to deal with developers that invited me to lunch and dinner. I responded, no. Mike told me that the developers were trying to influence my vote. My policy is that I would love to hear about your project, but it must go to Council.

Decker continued cooperative policy rules.

Recess at 11:49 until 4:00.

Call to Order 4:03 p.m.

Decker reviewed the reaction to the findings, asking Council if he had the correct perceptions. Bob Burnside questioned that there were no sensitive issues. Garrison said that she answered the question, noting that the seven people could agree to disagree. I do not see us divided. It is business, not personal.

Decker said this is a 'teaching moment'. He heard Garrison say that once the vote is taken, you move forward in unity. Do you see any topic that you cannot do that today? If there is, we need to learn how to manage it. Garrison said that she was the one in the past two years that was the 'odd man out'. Decker asked if she could see herself as holding a grudge. Garrison said that she did not hold grudges.

Burnside said he was voted out in the last meeting. He does not see why anyone would hold a grudge. There is no 'I' in 'team'. Once a decision is made, you all back it.

Roulette said that if there is a decision that he feels strongly about, it might take a few minutes to get over it. He would not hold a grudge or not vote in favor of something else just because someone did not support him. Decker noted that Roulette feels that he is not being heard. Roulette said that it has not happen. Decker said that when this does happen, the Mayor could give Council members an opportunity to explain their vote.

Scannell said that Roulette said, "If I was not heard". He could think of no circumstance where the Mayor has not done that. He is good about checking in with members to ensure there is adequate opportunity to articulate their concerns.

Roulette said that it is a good idea to make sure that members understand that they were heard, but do not agree and here is why. Decker said that body language is known as 'reflective listening'. Use code

words – Mayor are you trimming your toenails. Have you ever seen anyone hold on until you agree? How do you civilly stop filibustering and move on? These are the situations that you need to prepare for.

Jackie Baker felt the phrase that the Town Manager needs to get the Council to work together should be rephrased. Decker suggested that he needed to focus on getting them to develop goals and objectives. Scannell felt the Manager's job is to faithfully execute the plan. It is not his job to develop or to direct the Council to develop goals and objectives. It is better to encourage Council to develop goals and objectives.

Scannell questioned roles and responsibilities, noting there was no action listed. German said that it was his responsibility with Town staff, but not with Council. Scannell agreed that it was appropriate to define them for staff. The Council defines goals and objectives. If they want a department head to meet objectives, then I can direct the staff. Garrison said that she thought that occurred when Council approved the job descriptions. Decker said that Scannell was referring to the big picture. Scannell said that Council are the architects, they design the building. The plans are handed over to the Construction Superintendent, who hands it off to the superintendents. In our case, there is a question as to how the Town is to be. I do not know where we are heading. After 20 months, I still cannot tell you what kind of businesses Camp Verde wants. We need to define ourselves. We have the option of being swept up in a wave or to direct our own destiny. In Wickenburg, they have chosen to seek out specialized medical care and have capitalized on it and have flawlessly executed their plan.

Decker said this would be something that Council should focus on soon – clear and unambiguous direction.

Baker questioned the last statement referencing personnel who need to be removed. Baker said that it sounded very harsh. No one wanted to own the statement and spoke out. Scannell said that 'we own our words' and that must be someone's perception. Decker asked if it was a helpful comment. Garrison said no. Decker said that he listened hard. Whatley felt that stating there were a few personnel challenges that he needs to address. Scannell said that no one has articulated that to him and he needs to know if that view held by a majority of Council.

Decker said there was a conversation where Norma said that you could not give staff direction, but you can ask a question. If so one, wants to ask a question do you see that as direction or a question? Scannell explained that if a Council member comes to him; my standard practice is to follow up. If the referral is short-lived, I will do it. If it is a referral that is complex and time consuming, contentious, in the realm of policy, I will say that the entire Council needs to deal with the issue. Decker suggested a code word, "Could you look into it?" Scannell said that he did not need to use code words.

Scannell said that if Council has a concern about anyone under his supervision, then he wanted to know about it. As individual, there may be a problem. With personnel matters, it should be discussed in a protective session.

Burnside explained that he had asked Scannell to consider appointing a staff member as a Finance Director, so he could focus on Town Manager.

Scannell replied that what he has done since he came here, he has engaged in triage, sorting the injuries on the battlefield. I now have the patient moving out of the operating room into recovery, the Finance Department. Ms. Elliott is an outstanding employee. Do not think for a moment that we are out of the woods. We have a few more things coming your way to improve the performance of the operation. I walked into an organization and was introduced to an agent of the AFLCIO. The fear in this

organization was palpable. We have succeeded in moving forward and there is more work to be done in cultivating the management team.

Garrison felt that Scannell's statement to make sure that everyone is in the right seat on the bus.

Scannell explained that people understand that. I come from the perspective that everyone comes to work and wants to be successful. The trick is helping them to achieve success, with guidance, support, and assistance. I spend a lot of time doing that and trying to push decision-making down in the organization. I typically get them to think about their own answers. The organizational culture did not support that.

Decker engaged the 30-second rule and moved on to Council/Manager Roles and Responsibilities, where there were no comments. The next item was, "Focus on the Big Picture", with no comments or changes. "Accountability" means setting a one-year plan and a self-evaluation at the end of the year. Uncertainty and Ambiguity, Garrison commented on the statement that we bought the park and do not have the money to do anything with it. We had the opportunity to buy it. I do not think it was wrong, it was on our wish list way too long. The land will not go anywhere and sometime, the economy will revive. The next item was Commercial/Industrial Development. Carol German said that it depends on what the development is. Burnside said that when he was running for election, people said that they want jobs, they want to keep their children here, but they do not want the buildings in their backyards. Burnside said this would be a good time to start working on revising the General Plan at the 5-year point.

The next item was Encouraging Development. Garrison owned the first statement, explaining that she did not know if the complaint is valid. Scannell said that he respected the fact that she had been told that. To be fair to staff, there is no capacity to attract development. Staff's business is to interpret the Code. When I first came here, Councilor Smith said that developers had serious concerns with staff. They described a review process that took 9 months. I went to staff and requested a flow chart and it did take 9 months. My hope is that the developers whom I met and we redesigned the process bringing it down to 90 to 180 days. I go back to my point that Council needs to develop priorities and strategies. Development will not come without the rooftops. Though staff is not perfect, I do not buy the myth that staff is holding back business.

Decker said that he heard this from many Council members. Scannell said that he will convene a meeting of developers and they will see that most of their concerns can be tied to the Codes. Carol German said that she liked this idea. Before we can tackle rewriting this, we need to get a handle on the 'perceptions'. I heard developers say that it took 18 months and favoritism. Do I believe them? I do not know. Getting everyone in a room and allowing them to speak freely, but there is a fear in the community. We have to address the perceptions before we can progress.

Scannell, a Council member brought a developer to me who had convinced the member that he had been dragged through the process for 18 months. I proved that it had taken 18 months, but the developer was being intellectually dishonest because he had submitted incomplete applications.

The next item was the "Economy", with no comments. Baker reminded Council that there is a strategic plan called Focused Future. German agreed, noting that she worked on it with the college. We need to pull those things off the shelf, but we are lacking the infrastructure to put these things in place. Garrison we have good documents that we have paid for, yet, we do not use them. For example, the CIP plan. People get upset when we put them on the shelf.

Scannell went to the Executive Director of the Chamber of Commerce who said that the Focused Future plan was on the shelf due to lack of interest. Council discussed the untruth.

Baker said that the sanitary district issue should not be in there. Burnside said that we were just notified that we are moving forward. Baker said the tank failure had nothing to do with us.

Break at 5:31 for dinner.

Tony Varela thanked Council for allowing him to attend.

Mayor Burnside called the meeting to order at 6:01 p.m.

3. Creating, Feeding, and Nurturing a Policy Team

Decker gave examples of nurturing a team.

4. Team Building Exercise

Decker asked for volunteers to participate in a communication exercise. There were two bags filled with exactly the same number and color of blocks. The participants were to build the exact same building with one person giving instruction and the other following their direction.

Decker asked Council how they could apply this to meetings. Whatley suggested asking specific questions. Baker suggested learning to explain your position. Roulette suggested that they do not change their position. Both parties forgot where their position was. Kovacovich said the more you can communicate the better. Communication improved when there was a third party that could see both sides at the same time. Roulette said that it is easier to build on the last reference point rather than moving around.

Scannell said that he learned that his terminology was not universal. It would have been easier to understand if he had said, "closer and further away". He said that he noticed that when you put financial people in room with a problem, they have the same orientation. The same goes for engineers and free thinkers. The moral of the story was learning that terminology should be geared toward the audience.

Recess until 8:30 a.m., Wednesday June 24.

The meeting was recessed at 7:24 p.m. and will reconvene tomorrow morning at 8:00 a.m.

Mayor Burnside called the meeting to order at 8:34 a.m. on June 24, 2009. Burnside announced that he plans to learn a new word every week. Scannell said that he learned a good word and it was bodacious.

Councilor German was arrived at 8:47 a.m.

1. Reflections from the previous evening's discussion

Garrison said that she learned that we can be looking at the same problem and we assume that we both see the same things. We had the same material and the same information, but we went in different direction. She said it brought home that we all have common ground, but need to focus on what we assume is the truth.

Decker said that the assumption is that when you see the park and everyone sees the park a little differently. Before you move on, you need to get the community together and get behind the vision.

Garrison said it was important to take ownership and get them onboard. Decker said this applies to all of the major projects, Main Street. He explained that is the purpose of a Council.

Kovacovich learned the importance of communication and this Council has a great opportunity to move forward.

German arrived at 8:47 a.m.

Garrison felt it is still complicated for us to keep track. She said that a normal conversation leads to Town business. She feels limited in her ability to communicate. Decker explained that in Florida the OML prohibits TWO policy makers from discussing business.

Baker said that she learned that active listening goes hand-in-hand with communication. If you are actively listening, you will learn the right questions to ask. We have a good group that can work together.

German said that we need to learn to listen. Many times our mind is moving on and we have a preconceived notion, blocking what we are hearing. Decker said that often listening is what you do while you are waiting to talk. If you are waiting to debate, you are thinking about what you are going to say next, rather than actively listening.

Scannell, it is communication, actively listening. Seek first to understand then seek to be understood.

Burnside heard that we need more communication and that we need to listen more effective. I think I do have a perception. I am glad Carol brought that out. I need to come with a more open mind. I also noticed in that building the blocks that without the foundation, it could not be built. We need our Codes, our ordinances, our rules. We must define what we will be working from. Decker reinforced that humans need community; contracts (rules), and governance. Burnside said that he also learned that NIMBY is a serious issue that we need to overcome. When you mentioned the General Plan at its 5-year state, we can bring the community back in to look at it. The most important thing that I learned yesterday when Pete said that it might take him a little while to get over it if he were not heard, was to make sure that everyone is heard. I need to slow down and make sure that everyone of your questions is addressed before calling for the question.

Decker spoke about "Racing under the Yellow Flag", a metaphor for our conditions. A copy of the presentation is attached and becomes a permanent part of these minutes. The economy has forced us to spend more time looking inside to cut costs rather than outside for opportunities. He explained that fear causes people to contract. You are using the yellow flag conditions wisely if you assess the business and business situations, you quickly deploy short-term alternatives;, you use the slow-down to engage in creativity and innovation; and you focus on opportunities that competitors have overlooked or viewed as threats. Camp Verde is having tough times, but no one has yet been laid off.

Scannell said that it was due to the vigilance of Council, holding vacant positions vacant. Garrison said the issue is that we had a Finance Director/Manager who gave Council wise counsel. If we had not had that person, we might not have been in such a good position. If good staff do not surround Council, they cannot make the good decisions. Decker said that Council makes policy and the Manager administers the policy.

Baker said that has been Camp Verde's history. We have always been frugal. We have done this since incorporation. The citizens supported a tax increase to purchase a park. Our 22-year history has kept us vigilant. Decker said that those who are ahead in the race now have to slow down. When we start

cutting costs, all projects become targets. In a recession, you must manage and do not let cutting costs be your only focus. You must move fast, but be accurate. Service delivery shrinks. We all go back to our roots; if we are in panic mode – we react with emotion. If we think that a tax increase that would allow us to move forward, but you are frightened and pull back. “What was once an evidenced-based understanding of customer needs can silently morph into a dogma of firmly held conventional wisdom and historical beliefs, which are not easily subject to challenge. The organization may stop thinking.”

German felt that we have tendency to think that what is needed, is more fluff, instead of facing true necessity. Many times, it depends on who is making the decision.

Scannell said that he mentioned that we are faced with a series of value-laden judgments that will affect the community. We have seven people with different values and opinions. It is those value-laden judgments that affect us. The challenge is getting everyone focused and moving together with a single voice, but not necessarily in accord with your views. Decker the gift you have is a Mayor that is willing to suspend his values and build a consensus. A 6-1 vote gets you through, but it really is not a good vote. It needs to be universally supported – from your head, your heart, and your guts.

Garrison said that it was healthy to have a 6-1 vote, or 5-2 vote. I think it is healthy for Carol to say she is not willing to throw in the towel. I think it is healthy that she cannot go along with it, but she is a team player and will support it.

Roulette said it would be better to compromise than to give in. I know that there will be times that I cannot bend. There will be times that we must stand fast.

Decker noted that all the discussion was centered on 'values'. Values tend to be centered along community lines. The manager carries out those policies and you stay out of that business.

Scannell said that managing the Town's financial affairs is not rocket science. The question is that it is balanced in a way that reflects the community's values and that is not management's decision. Anyone can balance a budget, reflecting values are the difficult piece.

Decker explained unanimity, making decisions based on law. The next step down is a consensus, meaning that all of you agree or agree not to disagree; then consent that you allow forward movement; and then grudging consent – where you absolutely do not agree.

Burnside requested clarification on handling vote. Baker said that she has explained why she voted no. Roulette said to play it by ear. I would say up to the vote, I should have already said what I needed to say. I would think that is enough. I feel comfortable the way it is now without any changes. I feel comfortable asking for a moment to explain my vote.

Decker said that the word compromise is disturbing to him. Everyone loses a little bit. I challenge you to first ask if there is another way to look at this so that when we are done, it is improved incrementally.

Decker returned to the Driving under the Yellow Flag presentation: be prepared to accelerate when the recession is over; innovation is a critical source of sustainable competitive advantage. He said that reframing – looking at the picture from different lenses. Decker explained that the leader is the one who loses under the yellow flag. He referred to the checklist that he would like Council to use.

2. What challenges does Camp Verde face over the next two years?

Decker asked Council to write down three challenges that Camp Verde faces over the next two years. The following themes emerged:

1. BUSINESS
 - Keeping local business alive
 - Expanding & supporting current/local business
 - Locating business services
2. INTERGOVERNMENTAL RELATIONS
 - Communication w/ sister communities
 - Forming strong regional alliances
 - CVSD expansion in business areas
 - Improving infrastructure
 - Keeping CV in state and regional focus
3. INFRASTRUCTURE
 - Roads
 - Expanding office space
4. FISCAL MANAGEMENT
 - Succeeding in current economy
 - Financial Sales tax
 - Balancing the budget the next two years
 - Convincing town folk to accept economic advance
5. ECONOMIC PLANNING

Decker asked which item was the most important focus. Garrison wants the rules of the game. German said that it would be hard to accomplish much without revenue. Everything fits together with revenue. What we have to guard against is adding to government feeding on itself. Citizens become more dependent on government. We need rooftops. It is hard to accomplish without infrastructure. Decker said there are first-order issues. Money & resources are important.

Burnside said that he felt that we need to convince the citizens that we need economic advance, noting that if they did not agree, we would not see any changes. We must have citizen support. We need to develop a vision. He said that he agreed with Garrison in that understanding the rules of the game is an utmost priority and citizen support is the next most important.

Garrison does not one to hear why we do not follow the Codes, she said she was frustrated. Decker said that her responsibility ends at describing the problem and Mike takes over from there. Decker asked if it could be fixed within the next 12 months. Garrison would like to see enforceable ordinances that are unified. Decker asked if that is a reasonable expectation to come up with codes that are understandable.

Scannell said that it is completely unreasonable, noting that he had a \$150,000 appropriation in the budget to rewrite the land use codes. With the adequate resources, it is achievable, but the appropriation stripped out, it cannot be accomplished. This 22-year old cultural artifact has built upon itself. I understand her frustration and I can go back and show you how it occurred. There have been omissions, deletions, and additions without approval.

Decker heard him say that it cannot be done in a year with the current resources. He asked Scannell if he could deliver a plan within next 3 months. Scannell replied there needed to be a rank ordering because the deficiencies are across the board. Everyone agreed. Scannell clarified that he said it was unreasonable to expect that, but not unacceptable.

Roulette we have already had this conversation. We discussed it in the budget. I am not under any illusion about the cost or length. The disagreement is that we have not agreed on the course of action.

German said that we already have a plan. We receive citizen complaints about the lack of enforcement. We had a loose complaint process that was supposedly streamlined. I am not sure that they feel free to complain because now they have to fill out a form. Therefore, there is a big perception of the lack of enforcement. We need to decide how to approach this. We were concerned about hiring a consultant and spending the money and nothing will be solved until you find the root cause. We must identify what we are trying to do here. Let us get some community people to describe the problems.

Baker wanted clarification on the rules of the games. I think we are talking about how we set the policy to achieve our goals. We have to decide the rules of our game to accomplish what we have set up and that is what we are here for. If this staff says we need to do something, then I agree that we need to move forward. For the 8 years that I served on Council, the story has been the same. This is a problem. The only way I know to solve it, is to get someone to fix it and here is the money to do it.

Burnside when I said 'rules to the game' it would be hard for us to look at our needs if we do not have rules and policies. We as Council make policy and staff brings the material to us and we make the decision. Burnside said we thought there were just a few issues with P&Z. We have spent a few dollars on the woodlot because our land use codes are wrong. Since then we have discovered the Town Code had problems with alcohol. Our latest discovery is that the Town Clerk does not have all the records that she is supposed to have even though the Town Code says that she is in charge of records. We must look at the past because past Councils directed the manager to be non-proactive. I agree that we need to have the foundation to build upon. At the same time, we need to give Scannell the money to accomplish this.

Scannell this is a cathartic exercise and we need to get it on the table. It fascinated me that Councilor Baker indicated that this conversation was going on the 8 years that she served. We are no further along the path than we were 10 years ago. Isn't it interesting that a person who formed an opinion 10 years ago and it is still in the same place? I want people to be able to walk in the door with a completed application, you will move to the end point with in a set amount of time. Much of what I do is put out fires. I am not given the opportunity to work on those things that are critical to Camp Verde. It is like. We have to move away from the reactive mode to the proactive mode.

Garrison said that it would not keep happening on her watch. This is worthless to me because the foundation is not resolved. No one understands and staff does not follow the Codes. You cannot say we are moving forward without a solid foundation.

Baker said that Council voted in money to begin the process. However, the money was not spent. You have had different councils and different philosophies and priorities. Mike had a staff present to us and even now, we have mixed feelings with what we need to spend. It is not a simple matter. We say we want something and then we do not give them the tools they need.

German said that everyone recognizes the problem. In this economic crisis, we do not have the money to hire a consultant. Scannell is having staff come up with procedures and in addition, we have an expert on staff to work full time on this issue. That is what we can afford. To say that we are not addressing the problem is incorrect.

Scannell agreed that we are gradually moving forward. We need to fix it now or we wait for the next Zellner Wood Yard. You pay me now or pay me later. I prefer to be proactive. I understand the impact and that something would fall off the table. Paying the attorneys to litigate the issues makes no sense.

Decker asked the Mayor to divide the baby like Solomon. This issue will take some real work.

Burnside said that his honest opinion is that we need to learn to rely on the manager and staff. I want to look forward. I want to say the proceeds that we have received from the manager are correct. He has 120% of the support of his staff. I would say we could sit here for two more hours and try to figure out whether we start Land Use, Town Code, Planning & Zoning, record keeping. I think we should ask the manager to bring forth a recommendation on the Codes that he feels needs to be first, second, and so on, and we can choose the rank order.

At the next meeting, the Manager will bring a review of priorities relative to improving the Town Codes.

Garrison said that she felt that she was in her comfort zone with the Town Code unless she spends the next four years going through the minutes. Baker asked what was revised that Council approved. Scannell said that we are at impasse right now. She said that she could not trust anything in this Town Code as it relates to her participation. Absent a full review, she will not be comfortable until it is fixed.

11:10 Break Call to Order 11:20

6. COMMUNICATION

Goal Setting

- What will we do together to move Camp Verde into the future?
- How will we collaborate with each other?

3. Substantive Discussions of Critical Town Issues

- a. Liquor at Town events (salient issues)
- b. Highway 260 (political)
- c. Saving the Verde
- d. Helping downtown retail
- e. Developing the park
- f. Relationships with the Yavapai Apache Nation
- g. Resolving issues and relationships with the Camp Verde Sanitary District
- h. The Town Code
- i. Economic Development
- j. Making Camp Verde a destination – Burnside explained that we have the opportunity to make Camp Verde a destination with Out of Africa. We were told that we had the opportunity to realize over a million dollars in sales tax with them locating here. We have the opportunity with the Fort. They do preserve the history, but at the same time, they were made convenient with the cool rooms. Having more trees would make it more attractive and draw more people. There should be more participation from the public. Many of the forts I have visited had shops associated with them – horseshoe making and things like that. The Verde River does not promote canoeing and boating every day. He said that we should approach the Fort with a partnership that would benefit both agencies.

Roulette said that Montezuma Castle gets the traffic because of the casino. I would say there are things that we can do to promote Camp Verde as a destination, such as a river walk. I feel this is viable. I would be willing to put that burden on the Chamber of Commerce and pitch those to someone who wants to start a business.

Whatley said that she thinks of the Verde River is more than economic development. Preserving the river is paramount. She said we have preserved our city center and it looks beautiful. We have events where the streets are closed. We need to use what we have – a preserved historic downtown. We have a Fort and a downtown. I think we can make it a destination point.

Garrison said that we have not done a good job of 'branding' ourselves. Who are we? How can we preserve it if we do not know? Try to describe what rural western.

German agreed with Roulette. It is hard to get to the Verde River. It is hard to get to the river when you have to fight the jungle.

Baker said that one of the reasons why we bought the land beside the river. However, we need to develop a plan. We need to work with others to share in the number of people that come up here already. We have over a million visitors that come to Camp Verde. We need to change back to our old motto – Gateway to the Verde Valley. We have done some many things. We have the Historical Society that is willing to work with us. We have so much available to pursue immediately with little or no money.

Kovacovich – A few years ago, we adopted a motto Arizona's Territorial Town and that did not do anything to bring people in. We need to build around the river. We have the Rezzonico Park and we maybe have it at Simonton Ranch.

Burnside asked what we needed to do to get the people from Montezuma Castle to here.

Decker said that tourism is clean and profitable. Burnside said that he read about a small town losing their shopping center. All the residents chipped in and bought a grocery store. Why can't the Town people buy the Valley View Restaurant and rejuvenate it? Bob Kovacovich said the Town has a parking lot where people could locate a pushcart.

Burnside summarized the group's thoughts. He heard that we are going to make Camp Verde a destination place. We have to market it. We start with tour buses. While they are here, we can give them a place to get to the river and walk by some of our shops so they can see how it used to be. My issue is understanding what our product is. Decker said to go to the library and get the book, "Selling the Invisible".

German recommended that this is where they stay. They can go everywhere from here. We can sell the experience.

4. Planning for Action

Decker asked if there was anything that any member felt would keep them from being effective during the next two years. Garrison said that she was a visual person. I will sit down and figure it out. She has to go out and look something over to understand it. She is a factual person and wants the truth no matter what. She can get over bad news, but cannot get over a breach caused by a lie.

Burnside said he is pushy. He has a bad habit of explaining and then giving instruction. He would like a note on the side indicating the changes. He talks fast and loves number. He will automatically try to solve a problem. Decker asked for a Code word. Burnside said "Bob".

Whatley said that she backed someone else for Mayor during the last election. She said that she backs Burnside 100%. She said that Baker is passionate and knows the issues. She said that she supports all of the members. She said that she thinks of all the members as friends. She feels that we have an excellent Council and all respect one another. She was happy with their first meeting. We do not have 'groups' or 'sides' and we all vote individually, but we remain friends.

Baker said that she always ends up apologizing because she is passionate about things.

German said her hot button is civility. I would rather say it to your face privately than say it in public. I have a problem with going on about an issue. Make your point succinctly. Organize your thoughts, state them, and move on. Also, do not lie to me or to 'schmooze' me or be condescending.

Decker said that the communities with the most problems with civility are where Council member are not civil with each other. He has worked with Council for over 20 years. I dealt with particularly divisive Councils that sent out aggressive vibes. They placed mirrors on the dais. They agreed before each meeting that they would shake each other's hands. They also agreed that the Mayor and Council members would go to lunch at least once per quarter with each other, agreeing not to discuss any town business. In a year, they were different people. Decker's final suggestion was to dress on the dais the way they would go to church. I dress appropriately. I have seen Council's dress in flip-flops, cutoff jeans, and tube tops.

Roulette said that he is levelheaded, but sometimes gets frustrated when he cannot make someone understand. He said that he would keep an open mind, but not lose his identity. He said that he likes to keep things short at meetings, but he prefers to push a decision off if there is not enough information.

Decker said this was the rule of unintended consequences. There are all kinds of things that you will do as a Council that will have unintended consequences on the next Council. You are paying now for the sins of the past. He explained the 7-generation Theory of planning. This is a Navajo tradition that looks at what this will do to my child, my grandchildren, and so on. Try to think of that when you are making decisions.

Kovacovich said that sometimes we waste time and talk too long. He feels that you should say, what you need and move on.

Decker reviewed the list of the priorities and will send the report to Mike who will present it to you for consideration. If you put too much on here, you will break the camel's back.

Action for the next 6-12 months	Responsible Party	Date
Business Development		
Create a Downtown Strategy		
Create a business strategy with the idea of developing a long-term target business focus much liked Wickenburg		
Collaborate with the Chamber of Commerce		
Bring the Focus Future Plan back on the front burner to consider as the foundation for the business strategy. Update the plan and start implementation. Make this a Council		

priority.		
Consider marketing and advertising may affect revitalization of businesses in Camp Verde		
Bring Council a strategy to make it easier to develop a business in Camp Verde		
Town Codes		

- **The Code of Cooperation & Responsiveness**

What happened in the past stays in the past. From today on, I agree to move forward with my policy partners for the good of the community's future.

Council agreed to use the Code of Cooperation & Responsiveness to manage their interpersonal relationships with each other.

- **Working together for the Benefit of Camp Verde**

5. **Observer Comments**

Tony Varela wrote a few comments. He thought it was unfortunate that he was the only public member in attendance. He sensed a common desire to be one body, with each respectful of the other. It was good to hear the Mayor express confidence in the Manager. He addressed the analogies used by the members and was very impressed. He thought that "Focus on Success" should be the theme for Camp Verde. Council should depend on the Manager. He felt purchase of the parkland was a great mistake due to its cost. He thought we should plan for the future. He asked who would revise the General Plan. He felt that Council should be responsible for the development. Council are the bosses, not the staff. Community involvement must be thoroughly planned, using the media. Development depends on availability and affordability. The Town should take over the Sanitary District and the water company. The Town requires an Economic Development Director on staff. We should advertise all over the world. Research government subsidies. Would it not be wonderful if Camp Verde could have a restaurant like the Wildflower Restaurant? He suggested 1. Make Ready; 2. Approach with benefits; 3. Stimulate desire; 4. Tell the truth; 5. Eliminate resistance and reluctance; 6. Ring up the sale = MASTER.

George Young says you do not sell the steak, you sell the sizzle.

6. **Wrap-up
Closing Remarks & Meeting Evaluation**

Decker asked what the members got out of the retreat. He said this was more team building than substantively planning. This set the foundation.

Whatley said she was apprehensive about running for Council. She is a worker bee. She said this was not the position she was looking for. She said she has followed a path that led her to this place. She felt comfortable from the first meeting, knowing that she had prepared to be there. She said she was happy to be with this group of people. She said she was grateful and is extremely happy and looks forward to the next four years.

German said that she liked what Varela had to say about instilling pride in the community. She said that if we could instill pride in the Council, they could accomplish great things. She feels very positive.

Roulette said that he would feel more comfortable during the meetings and about approaching other members. He said it would be good for all of them to keep the lines open. He wants to keep the same vision, checking off the boxes and move them off to the side so that they can go on about their business and so that future Councils can go about their businesses. He said that he was glad for the opportunity to get to know everyone.

Garrison said that she is very comfortable and pleased with this Council. Each member is unique and respectful of each other. We walked in knowing that we were going to trust one another. She said the one common denominator is that it is not about the next election, but rather, what is good for the whole community. Our decisions affect every family from generation to generation. She said we need to tackle one problem at a time and complete them. She wants to be able to look back and see what they have accomplished. She thanked members for the ability to work with each of them for the next two years.

Baker thanked Decker for his leadership and Varela for his input, noting that Council has historically encouraged public input. This beginning will help us focus. We have been fortunate that past Council found Mike to bring his expertise in his areas. We depend on the Manager to help us and guide us. I am very encouraged.

Kovacovich said that we need to get together informally even quarterly to eat without having to gobble it down during a meeting. We need to track our accomplishments.

Scannell said this was a courageous exercise and thanked members.

Decker asked, what did we do right and what would we do to make it better? Baker had no changes. Whatley liked that the honesty in their comments. Burnside liked that Council allowed him a 4-hour break to get his work done and clear his thoughts.

Burnside thanked Garrison, Kovacovich, and Scannell for convincing him to move forward with this retreat because he did not want to spend the money. He thinks that one of our visions is establishing a good foundation so that we can move forward so that the next Council, the next Mayor will not have this ball and chain. He was surprised that most people did not believe that he would start this vision, knowing the past, and be honest. What I saw here was that everyone here started with the truth. He thanked Whatley for her candid remarks and admitted he had reservations working with her. He did like the code words and understanding that he needed to make sure that everyone has the opportunity to speak their opinions. I like a straight-honest handshake. He thanked Varela for his input. He closed with saying that we have many issues, noting that his wife had explained that during the day, they pushed a rock up the hill and at night when they were in bed, the rock rolled down the hill. Repeatedly this occurred. I hope that we learn to prop up that rock at the end of the day. I think we will all do very well.

7. Adjourn

Mayor Burnside adjourned the meeting at 2:52 p.m.

Mayor Bob Burnside

Deborah Barber, Town Clerk

CERTIFICATION

I HEREBY CERTIFY THAT THE FOREGOING, minutes are a true and accurate accounting of the discussion of the Mayor and Common Council of the Town of Camp Verde during the Retreat Session of the Town Council of Camp Verde, Arizona held on the June 23 and 24, 2009. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____ 2009

Deborah Barber, Town Clerk

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**MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
WEDNESDAY, JUNE 17, 2009
6:30 P.M.**

**Minutes are a summary of the actions taken. They are not verbatim.
Public input is placed after Council motions to facilitate future research.
Public input, where appropriate, is heard prior to the motion**

1. Call to Order

The meeting was called to order at 6:30 p.m.

2. Roll Call

Mayor Burnside, Vice Mayor Kovacovich, Councilors Garrison, Whatley, Baker, German and Roulette were present.

Also Present: Town Manager Mike Scannell, Town Marshal Dave Smith, Sr. Accountant Lisa Elliott, Parks & Recreation Director Lynda Moore, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper.

3. Pledge of Allegiance

The Pledge was led by Baker.

4. Consent Agenda – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.

a) Approval of the Minutes:

- 1) Regular Session – June 3, 2009
- 2) Executive Session – June 3, 2009 (recorded)
- 3) Regular Session – May 27, 2009

b) Set Next Meeting, Date and Time:

- 1) June 23, 2009 at 12:00 noon – Council Retreat
- 2) June 24, 2009 at 8:00 a.m. – Council Retreat
- 3) June 24, 2009 at 6:30 p.m. – Council Hears Planning & Zoning
- 4) July 1, 2009 at 6:30 p.m. – Regular Session
- 5) July 8, 2009 at 6:30 p.m. – Work Session
- 6) July 15, 2009 at 6:30 p.m. – Regular Session
- 7) July 22, 2009 at 6:30 p.m. – Council Hears Planning & Zoning

c) Possible approval of an Emergency Management Intergovernmental Agreement with Yavapai County Office of Emergency Management for emergency services, possible reappointment of Marshal David R. Smith as the Town's Emergency Management Coordinator, and authorization to include \$3,969 in the FY 09/10 budget for these services. This is an annual agreement that allows Yavapai County to work with the Town to provide emergency services and related activities. This is a budgeted item. (Staff Resource: Debbie Barber)

d) Possible approval of Resolution 2009-774, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, declaring support of Governor Jan Brewer's FY 2009-10 Budget Proposal and authorization for the Mayor to execute the document and sign the cover letter. (Staff Resource: Michael Scannell)

e) Possible authorization for the Senior Accountant to complete transactions with the Local Government Investment Pool. (Staff Resource: Lisa Elliott)

f) Possible approval of the following:

1. Service Agreement, effective July 1, 2009 and June 30, 2010 between the Town and Camp Verde Chamber of Commerce; and
2. A 12-month Lease Agreement for the Town to provide a facility for the Camp Verde Chamber of Commerce (for a nominal fee of \$1.00 per year with parking areas located at 385 S. Main Street from January 1, 2010 until December 31, 2010 (extending the current lease agreement from January 1, 2010 to December 31, 2010).
3. FY 09/10, 12-month funding in the amount of \$70,000.00 for the Chamber's Visitor Center operations; and
4. FY 09/10 12-month funding in an amount not to exceed \$35,000 for the Arizona Office of Tourism Arizona Rural and Regional Marketing (ARRM) and (Easy) EZ Marketing matching fund grants that will be used for marketing, advertising, and promoting the Town of Camp Verde.

On a motion by German, seconded by Garrison, the Consent Agenda was unanimously approved as presented, with the exception of Items 4.d) and 4.f), and the correction to note that the June 24 Council Hears Planning & Zoning meeting is canceled.

Councilor Garrison requested that Item f) be pulled, and Councilor Baker requested that Item d) also be pulled; Vice Mayor Kovacovich noted that the Council Hears Planning & Zoning meeting scheduled for June 24th 2009 has been canceled.

4.d) Possible approval of Resolution 2009-774, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, declaring support of Governor Jan Brewer's FY 2009-10 Budget Proposal and authorization for the Mayor to execute the document and sign the cover letter.

On a motion by Kovacovich, seconded by Garrison, the Council voted 6-1 to approve Resolution 2009-774, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, declaring support of Governor Jan Brewer's FY 2009-10 Budget Proposal and authorization for the Mayor to execute the document and sign the cover letter; **with a 'no' vote by Baker.**

Baker said she was concerned that the proposed Budget would have an adverse impact locally, had not been received in time to study it, and she did not feel comfortable voting for approval without a chance to review it. Bumside drew attention to the revised letter he had included in the agenda packet as well as a revised Resolution that he then read aloud for consideration.

4.f) Possible approval of the following:

1. **Service Agreement, effective July 1, 2009 and June 30, 2010 between the Town and Camp Verde Chamber of Commerce; and**
2. **A 12-month Lease Agreement for the Town to provide a facility for the Camp Verde Chamber of Commerce (for a nominal fee of \$1.00 per year with parking areas located at 385 S. Main Street from January 1, 2010 until December 31, 2010 (extending the current lease agreement from January 1, 2010 to December 31, 2010).**
3. **FY 09/10, 12-month funding in the amount of \$70,000.00 for the Chamber's Visitor Center operations; and FY 09/10 12-month funding in an amount not to exceed \$35,000 for the Arizona Office of Tourism Arizona Rural and Regional Marketing (ARRM) and (Easy) EZ**
4. **FY 09/10 funding in an amount not to exceed \$35,000 for the Arizona Office of Tourism Arizona Rural and Regional Marketing (ARRM) and (Easy) EZ Marketing matching fund grants that will be used for marketing, advertising, and promoting the Town of Camp Verde.**

On a motion by Garrison, seconded by Baker, the Council voted 5-2 to approve Item 4.f), Nos. 1 through 4, with a cover letter stating that the Town will take possession of the building as of the end of the Lease; **with 'no' votes by Roulette and German.**

Garrison recalled that one year ago the Council had unanimously agreed to take back the Chamber building December 31, 2009, proposing other uses for the building. The decision has now been made to extend the lease to December 31, 2010. Garrison said she wants to make sure that the Chamber clearly understands this time that the Town does want the building back when the lease is terminated, and that there will be no possibility of a month-to-month extension again. Scannell suggested that the lease be submitted to the Chamber for signature with a cover letter setting forth the statement that under no circumstances will it be extended beyond December 31, 2010; furthermore, that statement could also be on record as part of the action taken.

There was a brief discussion, with Roulette and German questioning a decision to take back the building without a definite plan for its use. Scannell responded to a request to clarify the funding arrangement, including an explanation of the need for the amount designated for matching grant funding that could possibly be less than the \$35,000, but in any event no more.

6. Council Informational Reports.

There were no Council informational reports.

7. Call to the Public for Items not on the Agenda.

(Comments from the following individual are summarized.)

Howard Parrish commented on his recent trip through five states and the economic growth he noted in each of them; he suggested that Camp Verde should start looking ahead, turn things around and get back on the map where it should be.

There was no further public input.

8. Presentation by Barbara Litrell, Executive Director of the Verde Valley Caregivers Coalition relative to the organization's activities. This item may also include discussion.

There was no action taken.

Barbara Litrell, Executive Director of the Verde Valley Caregivers Coalition, gave a Power Point presentation reviewing the

formation and purpose of the Coalition, and the many services provided by the volunteers that make it possible for members of the community who need help to enjoy as much quality of life as possible, remaining in their own homes. Ms. Litrell distributed literature regarding the Caregivers, and invited anyone interested to donate funds or join up as volunteers.

There was no public input.

9. **Public Hearing, discussion, consideration, and possible recommendation for approval of a liquor license application for Arizona Stronghold Vineyard, LLC, located at 4700 Old State Highway 279, Ste. A.** (Staff Resource: Debbie Barber)
Mayor Burnside noted that this item has been re-posted, to be heard by Council on July 15, 2009.

Items 10 & 11 were carried over from the June 3, 2009 meeting:

10. **Discussion, consideration, and possible approval of Resolution 2009-766, a resolution of the Mayor and Council of the Town of Camp Verde, Yavapai County, Arizona, superseding Resolutions 98-403, 99-426, 99-432, 00-447, 02-538, 03-568, 08-745, and 08-751 and establishing Town Council Rules and Procedures for Council and all Town Boards, Commissions, and Committees.** (Staff Resource: Debbie Barber)

On a motion by Garrison, seconded by Baker, the Council unanimously approved Resolution 2009-766, a resolution of the Mayor and Council of the Town of Camp Verde, Yavapai County, Arizona, superseding Resolutions 98-403, 99-426, 99-432, 00-447, 02-538, 03-568, 08-745, and 08-751 and establishing Town Council Rules and Procedures for Council and all Town Boards, Commissions, and Committees.

Town Clerk Barber explained that the document was created as a result of Garrison's suggestion that the all the rules and procedures set forth in various resolutions be pulled together into one document consisting of one rule book to go to so everyone could understand what the procedures are. Council had directed staff last March to work on that project, and there was input from individual Councilors incorporated as part of the process; the completed document was submitted for consideration and possible approval.

There was a brief discussion regarding a request for clarification on the handling of mail noted as personal and/or confidential; Barber explained the statutory guidelines. The members commended Barber for her work on the completed document.

11. **Discussion, consideration, and possible appointment of Council members to serve on various state, local, and regional committees.** These committees are comprised of elected officials. (Staff Resource: Debbie Barber)

The following 2009 Council Committee appointments were made as noted:

COMMITTEES

Arizona Town Hall	DELETED
Camp Verde Schools Education Foundation	Garrison/German
Chamber of Commerce Board	German/Roulette
Cocopai Resource Conservation & Development (RC&D)	DELETED
Council Liaison to Yavapai Apache Nation	DELETED
Intergovernmental Association	All Council
MATForce (Meth Task Force)	DELETED
NACOG Regional Council	Garrison/Burnside
NACOG Subcommittees (fees \$869 per committee)	
Tourism	Garrison/Baker
Economic Development Council	Garrison/Baker
Sanitary District Liaison	Roulette/Whatley
Verde Valley Transportation Organization	Baker/Roulette
Verde Valley Land Preservation Institute	DELETED
Youth Coalition	Whatley

WATER-RELATED COMMITTEES

Verde River Basin Partnerships	DELETED
Verde Valley Water Users Liaison	Whatley
Verde Watershed Association	DELETED
Yavapai County Local Drought Impact Group	Kovacovich/German
Yavapai County Water Advisory Committee	Baker/Burnside

Each Committee was identified and discussed, with the members volunteering and accepting the assignments listed, and determining which Committees should now be classified as Inactive.

12. **Discussion, consideration, and possible approval of Resolution 2009-777, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting and declaring as a public record that certain document filed with the Town Clerk and entitled, "Town of Camp Verde Fiscal Year 2009-2010 Tentative Budget".** (Staff Resource: Lisa Elliott)

On a motion by German, seconded by Baker, the Council unanimously approved Resolution 2009-777, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting and declaring as a public record that certain document filed with the Town Clerk and entitled, "Town of Camp Verde Fiscal Year 2009-2010 Tentative Budget."

Sr. Accountant Elliott said that the subject Tentative Budget is scheduled to be adopted by Council tonight; once it is adopted the cap on the expenditures cannot be increased. If adopted, that will be advertised consecutively for two weeks; a public hearing will be scheduled for July 15th for public input. Pending any changes the Final Budget will be adopted at the July 15th meeting. Elliott added that the Budget, Debt Service and Fiscal Policies are tentatively scheduled to be submitted for Council review and any changes at the Work Session on July 8th, and then placed on the Consent Agenda for the July 15th meeting for approval and inclusion in the Final Budget.

Scannell confirmed that it will be possible to arrive at further changes or adjustments within the proposed budget, but the ceiling will be set at this meeting and cannot be increased. Scannell explained that he has had contacts with business people who are interested in working on an economic development strategy for the benefit of the businesses as well as the Town; that would mean increasing the appropriation for contingency by \$100,000, essentially drawing down fund balance by that number. Raising the ceiling as proposed would allow the Council to discuss the merits of an economic development strategy and the funds would be available if the Council so chose. The total draw down would be approximately \$250,000.

The members reviewed past budget workshop discussions, including a suggestion to add another \$100,000 to the ceiling, which was rejected, as well as the possibility of redirecting funds within the budget after adoption.

NOTE: A recess was called at 8:12 p.m.; the meeting was called back to order at 8:22 p.m.

13. **Discussion, consideration, and possible approval of the formation of a Finance Committee that will consist of two Council members and either the Town Manager or Finance Director.** (Staff Resource: Lisa Elliott)
- a. **Discussion, consideration, possible appointment of two Council members and either the Town Manager or Finance Director to serve on the Finance Committee.** (Staff Resource: Lisa Elliott)

On a motion by Garrison, seconded by Kovacovich, the Council unanimously voted to approve the formation of a Finance Committee that will consist of two Council members and either the Town Manager or Finance Director; the two Council Members appointed will be German and Baker.

Elliott explained that the proposed Finance Committee is a part of the Finance Department's quest to provide further transparency and to be an open book. The Committee members could be involved in conversations regarding finance issues, policy, and options for financing projects, and would provide input. With those Council representatives involved in the intimate details, they would be better able to understand the issues and report back to the rest of the Council. Scannell stressed the value of having the Council members actively participate in conversations and become familiar with financing issues and transactions, as opposed to simply accepting reports from the Finance Director or Manager. Scannell said that he believes the community would like the idea and that credibility would be heightened. German and Baker volunteered to serve on the Committee to be formed. Elliott estimated that meetings would be held quarterly.

14. **Discussion, consideration, and possible formation of an Audit Committee that will consist of two Council members and a citizen-at-large.** (Staff Resource: Lisa Elliott)
- a. **Discussion, consideration, and possible appointment of two Council members to the Audit Committee, and authorization for staff to advertise for applicants to serve as a citizen-at-large on the Audit Committee.** (Staff Resource: Lisa Elliott)

On a motion by Garrison, seconded by Baker, the Council unanimously voted to approve the formation of an Audit Committee to consist of two Council members and a citizen-at-large; the two Council members will be Whatley and Burnside, with staff authorized to advertise for applicants to serve as the citizen-at-large.

Elliott outlined the purpose of forming an Audit Committee, a concept that has been used in the private sector for years. Although not all government entities do that, Elliott said that having an Audit Committee would be a very proactive move and would provide an arm's length distance between the Finance Department and their auditors. The Audit Committee will select the auditors, be fully involved in the audit process, receiving reports of internal control weaknesses and the audit reports, for

example. The Audit Committee would also receive reports from the "Whistle-Blower Hotline," which will be addressed in the next agenda item. After approval of the formation of the Committee and selection of the Council members, the Town would then advertise for the citizen-at-large, preferably with a financial background, and the two Council members would review the applications for submit for appointment. Scannell pointed out the further benefit of the Audit Committee being able to freely discuss issues with the auditors without the possibility of undue influence of staff in the middle. Mayor Burnside and Councilor Whatley volunteered to serve on the Committee.

15. **Discussion, consideration, and possible approval to establish a "Whistle-blower Hotline" for the Town of Camp Verde.** The annual cost for this service \$2,073 and if approved, will be budgeted in the FY 09-10 budget. (Staff Resource: Lisa Elliott) On a motion by German, seconded by Whatley, the Council unanimously voted to establish a "Whistle-blower Hotline" for the Town of Camp Verde; the cost will be \$2,073.

Elliott said that the establishment of a whistle-blower hotline was a recommendation from the auditors to improve internal controls and accountability. The company being proposed was selected after thorough research; Elliott detailed the broad array of services provided by that company. Printed information was also included in the agenda packet for Council review. Scannell confirmed that the purpose of the Hotline was geared toward identifying internal problems, such as fraud, would offer the opportunity to report a problem without fear of retribution, and is one more step in providing accountability to the community. The Citizen Complaint process will remain in effect and separate. Scannell added that Ms. Elliott should be commended for the excellent work she is doing.

Councilor German requested the following item:

16. **Discussion, consideration, and possible determination of the following:**
- **Support or non-support of alcohol sales at events held on Town property.**
- If supported, discussion, consideration and possible approval of:**
- a. **Establishing the events at which alcohol sales will be permitted;**
 - b. **Establishing insurance requirements; and**
 - c. **Possible direction to staff relative to defining restrictions as to where alcohol can be consumed during the events.**
- On a motion by Burnside, seconded by Garrison, the Council unanimously voted to move this item to the July 8th Work Session; in the interim staff is directed to use due diligence to follow up and submit reports and recommendations on Items a, b and c for Council review in advance of the July 8th meeting; at that meeting Council will then direct staff to prepare a revised ordinance incorporating the recommendations for possible approval by Council at the July 15th meeting.

Scannell said the purpose of the item was in response to the diligent efforts of Garrison to research the issue of sales of alcohol at events held on Town property; it has been found that the Town for years has not been following the proper procedures adopted in its ordinances, and those serious errors and shortcomings have now been discovered. That it happened is unfortunate and probably the result of human errors, but Scannell stressed that the problems will be identified and ordinances revised accordingly and brought back for Council review. Scannell assured the Council that staff will make certain that the regulations will be faithfully followed from every point forward. German added that having a process in place that precisely identifies what will be and not be allowed will eliminate lengthy discussions in the future.

Mayor Burnside read aloud the statement submitted by Garrison that set forth a formal request for the following documentation in connection with alcohol consumption on Town property, in essence: An analysis from the Town Attorney of the risk the Town faces from a liability perspective; an analysis from Marshal Dave Smith describing what he perceives to be an adverse impact; and an analysis from Southwest Risk, also from the liability perspective. There was general agreement with the request, and a discussion on obtaining the reports and scheduling Council review and possible approval.

Mayor Burnside requested the following item:

17. **Discussion, consideration, and possible selection of a slogan to be placed on Town publications, including, but not limited to agendas, public notices, and the Town's website.**
There was unanimous agreement on selecting the following slogan to be placed on town publications, including but not limited to agendas, public notices and the Town's website: "It's in your hands – build a stronger community – shop locally."
18. **Call to the Public for Items not on the Agenda.**
There was no public input.
19. **Advanced Approvals of Town Expenditures**
- a. **There are no advanced approvals.**
There were no advanced approvals.

20. **Manager/Staff Report**

There was no Manager/staff report.

21. **Adjournment**

On a motion by German, seconded by Garrison, the meeting was adjourned at 8:59p.m.

Bob Burnside, Mayor

Margaret Harper, Recording Secretary

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on the 17th day of June 2009. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2009.

Debbie Barber, Town Clerk

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**MINUTES
SPECIAL SESSION
MAYOR and COMMON COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
WEDNESDAY, JUNE 17, 2009
5:30 p.m.**

**Minutes are a summary of the actions taken. They are not verbatim.
Public input is placed after Council motions to facilitate future research.
Public input, where appropriate, is heard prior to the motion**

1. Call to Order

The meeting was called to order at 5:30 p.m.

2. Roll Call

Mayor Burnside, Vice Mayor Kovacovich, Councilors Garrison, Baker, Whatley, German and Roulette were present.

Also Present: Town Manager Mike Scannell and Recording Secretary Margaret Harper.

3. Pledge of Allegiance

The Pledge was led by Roulette.

4. Discussion, consideration, and possible approval of the refinancing of Koch Financial Lease Purchase Agreement #2 and authorization for the Mayor to execute those legal documents that will facilitate the refinancing of the Koch Financial Lease Purchase Agreement #2 to include amending the Intergovernmental Agreement between the Town of Camp Verde and the Camp Verde Sanitary District, dated May 12, 2007 concerning the financing to upgrade the Sanitary District's wastewater treatment facilities. (Staff Resource: Michael Scannell)

On a motion by Garrison, seconded by Kovacovich, the Council unanimously approved the refinancing of Koch Financial Lease Purchase Agreement #2 and authorization for the Mayor to execute those legal documents that will facilitate the refinancing of the Koch Financial Lease Purchase Agreement #2 to include amending the Intergovernmental Agreement between the Town of Camp Verde and the Camp Verde Sanitary District, dated May 12, 2007 concerning the financing to upgrade the Sanitary District's wastewater treatment facilities.

Town Manager Scannell referred to the document identified as Amendment #2, a restatement of the subject Intergovernmental Agreement, copies of which were included in the agenda packets. Scannell reviewed the purpose of the IGA that was signed on May 12, 2007, which was to fund a loan to close the gap that existed in financing for the project. Under the current agreement the Town had committed to fund principal and interest on the loan in the amount of \$135,000 per year. Based on recent intensive negotiations with the Sanitary District, the District has now agreed to allow the Town to participate in the benefits of any refinancing. The refinancing of the Lease Purchase Agreement has resulted in a savings of approximately \$15,000, the exact amount to be determined upon the closing. Scannell outlined other elements in the original IGA that the Town had disputed and have now been either eliminated or revised in favor of the Town. The amendment will also allow the Town to readdress the 15-acre lease issue at a later date to try to negotiate an extension to at least 50 years instead of the shorter term that the IGA had provided. Scannell confirmed that the Town Attorney has reviewed the document, working with a representative from the Ledbetter Law Firm who interacted with the Sanitary District throughout the negotiations. There was further discussion of the benefits from the proposed refinancing; if approved the closing should take place around July 1, 2009.

5. Discussion, consideration, and possible approval of a letter authorizing the Manager to represent the Town of Camp Verde relative to filing a civil complaint in the Verde Valley Justice Court to recover past due rent estimated to be \$6,025.92 that is owed to the Town by Lawman's Pizza.

On a motion by German, seconded by Baker, the Council unanimously voted to authorize the Town Manager to represent the Town of Camp Verde to negotiate a \$3,000 settlement for past due rent from Lawman's Pizza, and to report back to Council with the proposed agreement.

Scannell explained that the issue of back rent is related to the Rio Verde Plaza building that the Town purchased approximately six years ago and had recently approved the razing of the building and constructing some other structure as part of the Master Plan. Scannell outlined his contacts with all the tenants in his efforts to correct a deficiency in the rents charged by the Town that had not included the Government Lease Excise Property Tax. All the tenants subsequently vacated the premises, with the exception of the business known as Lawman's Pizza, established and operated by a couple as their life-long dream to run such a business. Scannell described their diligent efforts to succeed, and their request to be permitted to remain in the building past the date required to vacate in order to build up their business enough to be able to move to another location. Based on the responsibility and integrity the couple have

consistently shown, and their efforts to make even partial payments of the past due rent that was accumulating, Scannell requested that he be allowed to try to negotiate a settlement with the couple for \$3,000; he is aware that they have been through a very difficult period, and feels they need and deserve a "kinder and gentler" approach. Scannell noted that a proceeding in Small Claims Court would only begin a series of legal maneuvers that would not be in society's best interest, considering their personal travails. The members briefly discussed the issue and the request by Scannell to negotiate a settlement; if agreed he will report back to Council with the terms of the settlement agreement for approval.

6. Adjournment

On a motion by Roulette, seconded by Baker, the meeting was adjourned at 6:13 p.m.

Bob Burnside, Mayor

Margaret Harper, Recording Secretary

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Special Session of the Town Council of Camp Verde, Arizona, held on the 17th day of June, 2009. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2009.

Debbie Barber, Town Clerk

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**MINUTES
SPECIAL SESSION
MAYOR and COMMON COUNCIL
Of the
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street #106
WEDNESDAY, June 10, 2009
6:00 p.m.**

Minutes are a summary of the discussion. They are not verbatim.

1. Call to Order

Mayor Burnside called the meeting to order at 5:03 p.m.

2. Roll Call

Mayor Burnside, Vice Mayor Kovacovich, Councilors Garrison, German, Roulette and Baker were present. Councilor Whatley was absent.

Also Present:

Town Manager Michael Scannell, Town Attorney Steve, and Town Clerk Debbie Barber

3. Pledge of Allegiance

Councilor Baker led the Pledge of Allegiance

4. Possible setting the date for a Council Retreat for June 23 and 24, 2009 and authorization to retain Lance Decker, of LL Decker & Associates, Inc. to facilitate the meetings at a cost not to exceed \$3,500. (Staff Resource: Michael Scannell)

On a motion by Baker, seconded by Garrison, the Council voted unanimously to schedule June 23 and June 24 as the date for Council Retreat and authorized Staff to retain Lance Decker, of LL Decker & Associates, Inc. to facilitate the retreat at a cost not to exceed \$3,500, with staff to arrange for the facility.

Scannell explained that he had forwarded information relative to Lance Decker's experience, noting that he had worked with Council a few years ago. Several Council members shared interest in having a retreat. Scannell explained that this is a new beginning and that taking seven different people with differing backgrounds was a communication challenge. He advised that Decker was trained in organizational development and in having the team function in a well-oiled fashion. Scannell advised that Decker indicated that he was delighted with the opportunity to work with the Town again and that he had substantially discounted his fee. Scannell highly recommend that Council approve this request to achieve success and he thanked Council for their concern with watching out for the Town's financial condition.

Councilor German expressed concerns that the public might not view this action favorably since many drastic cuts were made to the budget. Baker agreed and said that saving money in other areas would pay for this valuable opportunity.

Garrison and Kovacovich said that this would be a good thing for Council. Garrison said that she has not been to training in two years and the money she has saved would pay for this.

5. Discussion, consideration, and possible approval of the refinancing of Koch Financial Lease Purchase Agreement #2 and authorization for the Mayor to execute those legal documents that will facilitate the refinancing of the Koch Financial Lease Purchase Agreement #2 to include amending the Intergovernmental Agreement between the Town of Camp Verde and the Camp Verde Sanitary District, dated May 12, 2007 concerning the financing to upgrade the Sanitary District's wastewater treatment facilities. (Staff Resource: Michael Scannell)

Mayor Burnside reported that this item will be postponed until the June 17, 2009 Special Session at 5:30 p.m.

Scannell advised that there had been some late changes to the agreement, including a rise in the interest rates and the District had folded in additional costs, such as the Bond Election. He said that the savings to the Town would be

around \$15,000 instead of the \$19,000 that was originally reported. He advised that the agreement would not be ready for approval until June 17.

6. Presentation/tutorial by Steve Wene, water attorney with the firm of Moyes, Sellers, and Sims relative to water rights in the State of Arizona and the Town of Camp Verde.

Scannell introduced Steve Wene, attorney with the firm of Moyes, Sellers and Sims, explaining that the object was to have Wene share his extensive knowledge. He explained that this would be an interactive meeting with Council free to ask question that would help them gain knowledge of the water rights in the State of Arizona.

Wene explained that there has been an issue in the Verde Valley since 1865. He said that there is 'wet water' and 'paper water' and that Arizona laws treat groundwater and surface water differently. He explained that groundwater lies underneath the ground and a property owner has every right to drill a well to use it reasonably. Surface rights are on a first-come-first-served principle. Typically, in 1865 Camp Verde, water was used for agricultural purposes. In that instance, that claim has the first right to use all the water he needs.

Wene explained that subflow is water that is underground, but closely related to the river and affects the river if it is pumped out. He advised that the law has consistently changed in this area. In the early 1920s, the federal government gave massive amounts of money to states to build dams. In Arizona, damming the rivers provided irrigation for crops. Farmers filed suit to stop this dam from going in because it affected the river, but lost to organizations such as SRP. The courts said that they were pumping groundwater. He explained that this has resulted in litigation that has spanned the centuries and placed everyone in a quizzical position because Court decisions have been theoretical. The hard part is that you have to prove to the Court that you are not pumping subflow, while the other side argues that your hydrologist is wrong.

In answer to Council questions, Wene explained that the best strategy is to plan for the worst and hope for the best. In this area, you plan that your water is surface water. In answer to questions about water committees, Wene explained that there is more misinformation in these committees than he has ever seen. He advised that the best thing for members to do is to pick up a phone and ask the attorney. The attorney will put them in touch with a hydrologist who does not have an agenda. He advised that there are many hydrologists that have studied this area, but that there are people downstream who have discredited them.

Speaking to a Burgess & Niple study that showed there were available water rights to the Town, Wene advised that Camp Verde's ancestors filed water rights under the old system in 1850, some of which predate SRP. He explained that Camp Verde is one of the first areas that developed in the State of Arizona. He said that there needs to be some chain-of-title research as rights moved from irrigation to municipal use. He said there are many water rights that have been going for decades, which is an important reason to work out differences with upstream and downstream users.

Kovacovich noted that in the late 70s, his family went to SRP to drill a well because they had taken their ditch. The family drilled the well in the location that they were told and now SRP has come back and told them that they had no rights to the well.

Garrison thanked Steve Ayres for making Council aware of the water rights underneath our roads. That was a great service to our community.

Ayres advised that the Town's water rights are old and solid. Eureka Ditch was established in 1853. He said that SRP would admit that our ditches predate their rights. He said that the Water Advisory Committee was set up to straighten out matters over the Big Chino pumping. He said that he believed that Council just needed an attorney and to concentrate on the Gila River Adjudication that will ultimately determine your water rights.

Garrison pointed out that there were six different water committees and she wondered what was accomplished. Ayres said that if Council wanted to concentrate on one committee, the WAC had the purse strings and had completed several studies. However, Ayres explained that Chip Davis said that after ten years, the WAC is back where they started. Ayres advised that that is the only organization that still has everyone at the table.

Wene said that it was most important to follow ADWR and the State Legislature because that is where the threats come from.

7. Discussion or consultation with the Town Attorney relative to settlement discussions in connection with the Gila River General Stream Adjudication now pending in the Maricopa County Superior Court, acquisition of potential water rights for the Town of Camp Verde, consultation with the Town Attorney for legal advice regarding support of the water rights proposal offered by Yavapai Apache Nation, and possible appointment of

up to three Council members to give guidance to the Manager between Council meetings. Note: Council may vote to go into Executive Session pursuant to. (Staff Resource: Steve Wene)

Council took no action and gave no instruction on this item.

On a motion by Kovacovich, seconded by German, the Council voted unanimously to go into Executive Session pursuant to ARS §38-431.03(A)(3) for discussion or consultation with the attorney for legal advice and §38-431.03(A)(4) for discussion or consultation with the attorney in order to consider Council's position regarding contracts that are the subject of negotiation, in pending or contemplated litigation, or in settlement discussions in order to avoid or resolve litigation, §38-431.03(A)(6) for discussion, consultation, or consideration for negotiations with members of a Tribal Council, or designated representatives of an Indian Reservation located within or adjacent to the Town, and §38-431.03(A)(7) for discussions or consultations with designated representatives of the Town in order to instruct Town representatives regarding the purchase, sale, lease or other transfer of real property).

The meeting was recessed at 5:59 p.m. and called back to order at 7:17 p.m.

8. Adjournment

On a motion by Kovacovich, seconded by Garrison, the Council adjourned at 7:18 p.m.

Bob Burnside, Mayor

Deborah Barber, Town Clerk

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Special Work Session of the Town Council of Camp Verde, Arizona, held on the 10th day of June 2009. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2009.

Deborah Barber, Town Clerk

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**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: July 1, 2009

Meeting Type: Regular Session

Consent Agenda **Regular Business**

Reference Document:

Best Practices Proposal for Town of Camp Verde from The Network

Agenda Title (be exact):

Approval for the Mayor to execute the agreement with The Network for the Whistle-Blower Hotline services.

Purpose and Background Information:

On June 17, 2009, Council approved the establishment of a Whistle-Blower Hotline for the Town of Camp Verde. Staff has obtained the proposal and agreement from The Network requiring signature from the Town of Camp Verde authorizing the agreement for services.

Recommendation (Suggested Motion):

Approval for the Mayor to execute the agreement with The Network for the Whistle-Blower Hotline services.

Finance Review: **Budgeted** **Unbudgeted** **N/A**

Finance Director Comments/Fund:

Item is budgeted for in the FY2009-2010 budget.

Attorney Review: **Yes** **No** **N/A**

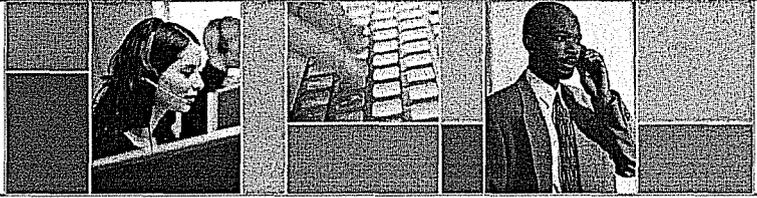
Attorney Comments:

Submitting Department: Finance Department

Contact Person: Lisa Elliott, Senior Accountant

Action Report prepared by: Lisa Elliott, Senior Accountant

ME
6-23-09



BEST PRACTICES PROPOSAL FOR Town of Camp Verde



ReportLineSM

Hotline Services from The Network

6/18/09 • Adam Newmark

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BEST PRACTICES PROPOSAL

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Executive Summary

Introduction

Thank you for giving us the opportunity to learn more about Town of Camp Verde and gain an understanding of your hotline program needs and objectives. We have carefully analyzed the information you provided and are pleased to demonstrate our proficiencies in helping your organization promote an ethical workplace and reduce losses from business misconduct. This proposal will summarize our understanding of your requirements, detail our capabilities and demonstrate the value The Network will provide to your organization.

Overview

Town of Camp Verde is taking a proactive approach to promoting an ethical workplace and reducing loss by looking for better ways to manage ethics and compliance issues.

The Network, Inc. has reviewed Town of Camp Verde's current situation and presents the following recommendations in support of your efforts to promote an ethical environment.

The Network Recommendations

With over 25 years of experience, The Network is uniquely positioned to provide a superior level of service to Town of Camp Verde. We engineered the first third-party, anonymous hotline in 1982 and today, serve nearly 2,500 organizations representing over 24 million employees worldwide, including almost half of the Fortune 500. We have built our business on listening and responding to the unique needs of each organization and providing the most powerful suite of services in the industry.

After discussions with Town of Camp Verde, we propose a number of integrated strategies based on industry best practices to complement your existing programs and strategies for a comprehensive hotline program. Complete details of our proposed strategies are presented in the section of the proposal entitled "Program Components." Highlights include:

- **A Comprehensive Communications Campaign.** The Network uses our experience and knowledge of industry best practices to help clients build effective programs that detect and deter unethical behavior, providing an opportunity to limit potential liability and protect their reputation. The Network will assist Town of Camp Verde in developing a communications campaign to both promote the hotline and nurture an ethical environment.
- **Technology-assisted Interview.** With a 65% "actionability" index, the highest in the industry, The Network knows what it takes to produce the information you need to investigate allegations of misconduct. By introducing ReportLine into your operations, Town of Camp Verde will

*With a 65%
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allegations of
misconduct.*

have access to a dynamic combination of award-winning, proprietary technology and highly experienced interview specialists – assuring you an actionable report every time. The Network will provide you with a range of 24/7, multilingual intake channels, including telephone, Web, fax, U.S. mail and other methods to ensure all Town of Camp Verde stakeholders have access to ReportLine.

- ***Real-time Quality Control.*** ReportLine's interface will analyze Town of Camp Verde information as it is reported and automatically flag any inconsistencies, potential errors or places where additional information is required. These real-time integrity checks will ensure that each report Town of Camp Verde receives is complete, accurate and compliant with the requirements you establish. The Network will also apply another layer of quality assurance with a dedicated quality assurance team that will ensure the accuracy and clarity of every report.
- ***Secure, End-to-end Case Management.*** Case Management is a critical component of the reporting equation and fundamental to administering investigations in line with industry best practices. The Network will provide Town of Camp Verde with a system to document all activities in one centralized database, effectively manage the progress of incident investigations and track trends across your organization. The system will also provide Town of Camp Verde with easy access to your data and offer you the versatility of customizing the system, allowing you to control exactly how your information is collected, reported and analyzed. With this system you have the capability to keep your information accurate by editing information such as location and incident type. You also have the ability to self manage specific user administration information such as email address or password changes. Case Management data will be protected by stringent security measures and accessible only to the users pre-defined and pre-approved by you.
- ***Reporting Tools and Analytics.*** ReportLine's reporting tools and analytics will provide Town of Camp Verde with core industry best practices functionality in achieving online access to a rich, graphical view of your reporting data and allow for viewing, filtering or querying of the information to suit your unique reporting needs. The interface will offer you the flexibility to view a quick dashboard summary of your hotline program or, with one click, instantly drill down to access details about your program. The secure reporting portal provides a wealth of information and allows you to easily identify trends anywhere in your compliance program. You can utilize the most standard reports in the industry. The Network is also the only provider that offers the intuitive Report Wizard, which allows you to build your own custom reports based on location, timeframe, incident type or any other component of your compliance program. Plus, you can use benchmarking capabilities to compare your results to others in your industry, of a similar company size and other components.

About The Network

The Network conducts over one million interviews annually through our 180-employee contact center, the Web, and other feedback mechanisms. Our 2,500 clients are located in 120 countries, representing 24 million employees worldwide.

The Network employs industry-leading security and operational processes to ensure client data is secure and programs operate smoothly 24/7/365. In recent system security testing, conducted by Foundstone, The Network was rated "A-Highly Secure" on our penetration test. The Network has a thorough business continuity plan that is tested annually. The plan provides for everything from redundant systems and operating capabilities to the complete relocation of our contact center to a backup facility. The Network has Safe Harbor certification and our business operations are SAS 70 certified, further endorsing our operational excellence.

In conjunction with the Chief Security Officer Executive Council and the Association of Certified Fraud Examiners, The Network produces an annual *Corporate Governance and Compliance Hotline Benchmarking Report*. The 2006 report analyzed the number of "actionable" reports our clients receive, with the data showing more than 65% of our hotline reports warrant an investigation, ensuring you will have the data you need to conduct a comprehensive investigation every time.

The Network utilizes a Seibel-based customer support system that allows us to execute and follow up on client requests with speed and accuracy unmatched in the industry. The system provides clients with a means to easily communicate with The Network and conveniently check the status of requests.

Account Management and Client Services Team

Your team will be led by Adam Newmark with key support from an assigned Program Manager. Each is committed to ensuring that you receive an unparalleled level of service.

The Network has a highly defined implementation process to ensure each program component is integrated properly and in a timely fashion. Based on our discussions, our target implementation date is: 7/17/09.

Program Fee

The total program fee for the period 7/17/09 – 7/16/10 is estimated to be \$2,073, based on The Network's Best Practice Enterprise bundle that combines intake, case management, reporting & analytics with electronic, location and employee awareness. A breakdown covering services and awareness components is contained in the proposal in the section entitled "Program Budget."

The Network has endeavored to address the issues that are most compelling for your organization and stands ready to assist you as you begin to define

your specific reporting requirements. We're poised to let our experience and expertise work for you and would welcome the opportunity to partner with you to leverage the internal controls you currently have in place and build upon Town of Camp Verde's outstanding reputation. Our goal is to provide you with a customized solution and a dedicated team that responds expressly to your needs. We look forward to working with you.

ReportLine Program Budget

ReportLine Service Best Practice Bundle Budget Options

The Network's recommendation for Town of Camp Verde is the *Best Practice Enterprise Bundle* that includes: integrated telephonic and Web intake, unlimited case management and unlimited reporting and analytics as well as electronic, location and employee awareness.

Below is an overview of the best practices options.

	Best Practice Options			
	Unlimited	Standard	Business	Enterprise
List Price	\$ 3,150	\$ 3,530	\$ 3,849	\$ 4,802
Your Value Savings	\$ 1,850	\$ 2,090	\$ 2,219	\$ 2,528
Your Price	\$ 1,200	\$ 1,440	\$ 1,630	\$ 2,073
Integrated Intake - Phone & Web:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Standard Set-up	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Customized Web Intake Page			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Unlimited Case Management:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Unlimited Reporting & Analytics:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Standard Reporting with Benchmarking	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Report Wizard with Benchmarking	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Electronic Awareness:		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Awareness Email (content)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Managers FAQ's(pdf)			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Program Overview Presentation				<input checked="" type="checkbox"/>
Ethics Landing Page				
Ethics Portal Page(s)				
Location Awareness:			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Reporting Posters (11x17)			4	4
Topical Posters (11x17)			4	16
Ethics Centers including header				4
Employee Awareness:			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Brochure			102	
Employee Kit				102
Value Add-ons:				
Code of Conduct Training:				
Standard - Code of Conduct		\$ 1,750	\$ 1,750	\$ 1,750
Custom - Code of Conduct		\$ 16,250	\$ 16,250	\$ 16,250
Content & Certification System:				
Custom - E&C Training Module		\$ 12,250	\$ 12,250	\$ 12,250
Learning Management System		\$4 Per User	\$4 Per User	\$3 Per User

Appendix I: Program Components

SECTION ONE: PRE-LAUNCH PROGRAM PLANNING

To develop a best-in-class solution, The Network's Account Management Team will meet with you prior to program launch to review your requirements and lay out a series of implementation steps and an associated timeline to accomplish your goals. This period of planning will include:

- Reviewing your communications plan for introducing the program
- Defining the specifics of the hotline service
- Exploring means for maintaining awareness of the hotline
- Effectively measuring the impact of the program
- Establishing a timeline that will meet the objectives of your organization

Our objective is to identify and respond to your organization's unique requirements, share best practices, address questions related to the program and ensure the program's seamless integration into your operation.

The program planning period will be scheduled after the agreement is signed, at a time that's mutually agreeable for both parties.

SECTION TWO: COMMUNICATIONS

Overview

Your employees are your company's strongest defense against illegal and unethical activity. Based on our discussions with Town of Camp Verde and our experience with helping organizations create and sustain an ethical culture, we recommend applying industry best practices by employing a variety of communications tools that will engage every stakeholder in promoting an ethical workplace. This includes the use of various forms of electronic and printed materials directed at both management and employees.

We propose an initial meeting – a “Discovery” session – in order that we may learn more about your organization, your employees and the general ethical climate that currently exists at Town of Camp Verde. During Discovery, our award-winning, in-house agency, mPower Communications, will work closely with you to determine the demographics of key audiences and identify the types of communications that will engage every stakeholder in promoting an ethical workplace.

Using the latest industry information on effective messaging, The Network will work with Town of Camp Verde to deploy the tools needed to communicate your organization's behavioral expectations, introduce the hotline program and sustain the program's momentum. Together, we will determine which tools are already in place within your organization to support the program and decide how best to leverage them to maximize success of your program.

The Network's Best Practice Business Bundle enables Town of Camp Verde to engage key audiences with proven tools that are customized to meet your communications requirements.

Note: Shipping and handling charges are billed separately. Handling charges include boxes, labor, labels, envelopes, tubes and packing supplies. Materials will ship bulk to city/state or to individual locations, ground, via traceable carrier.

After the launch, we will work with Town of Camp Verde to review program results, determine if changes are warranted and make any necessary refinements to the communications plan. Our reporting tools and analytics will give you the details you need to assess your program and re-direct efforts when needed. And comparing your results to industry-related information in our annual benchmarking report will give you the power to determine your campaign's success. We will continue to work with you every step of the way to meet your organization's goals.

The Network will create a plan to identify the tools needed to communicate your organization's behavioral expectations, introduce the hotline program and sustain the program's momentum.

SECTION THREE: REPORTLINE

Overview

We will introduce award-winning ReportLine into your operations, combining our advanced, technology with highly trained, experienced interview specialists to consistently produce organized, actionable incident reports. Phone interviews will begin with a series of open-ended questions. Then, as information is entered, the system will suggest questions, allowing the interview specialist to clarify and make changes while the caller is still on the phone.

The system will guide the interview based on your business rules. Town of Camp Verde custom criteria will be built directly into the system's logic engine to meet your unique needs. Dynamic next-steps, integrity checks and closing statements customized by your organization can be incorporated at any data point to ensure you get the right information every time, automatically.

Once the report is received, the system will analyze each report and flag any inconsistencies, potential errors or places where additional information is needed. These automated, real-time integrity checks will be built into the process to ensure that each report you receive is complete, accurate and compliant with your specific requirements. In addition to automated analysis, we will apply another layer of quality assurance using a dedicated quality assurance team.

In addition to calling the telephone hotline, your employees will also be able to report anonymously through our secure, Web-based self-reporting system. The format will follow the flow of ReportLine's highly successful telephonic interview process, but use a simplified and user-friendly interface. The reporting form will require the user to respond to certain critical questions in order to complete the report. After submitting a report, the participant will receive a confirmation number as a receipt.

The system will also allow for management to document reports made through internal channels directly into the system. Submission via fax and regular mail will also be possible. Regardless of reporting mechanism, technology will direct all reports into one secure database.

The system will automatically convert information into an organized incident report with critical facts identified at the top and more detailed information organized chronologically below. After incident reports are reviewed for quality, they will be automatically disseminated to the recipients designated by Town of Camp Verde. Incident reports can be sent simultaneously to different departments in your organization, based on the criteria you specify. The system will automatically flag critical incident reports for dissemination by our escalation team to notify your designated emergency contacts.

Town of Camp Verde will receive useful summary reports that analyze incidents and hotline activity, recognize trends and "hot spots," document due

Dynamic next-steps, integrity checks and closing statements customized by your organization can be incorporated at any data point to ensure you get the right information every time, automatically.

diligence, identify corrective actions and aid in the development of future communications, policies and training programs.

Specifications

Telephone Intake

To access the hotline:

- Your employees will call The Network's toll-free number, 1-877-888-0002, with 24/7 access throughout the 50 United States, Canada, Puerto Rico and the U.S. Virgin Islands.

Callers will be immediately greeted in one of the following ways:

- Pre-recorded greeting: *"Thank you for calling. For English, please press 1 now."* (Recorded in English.) *"For Spanish, please press 2 now."* (Recorded in Spanish.)
"The Network's Ethics and Compliance Hotline is a confidential, third-party option for reporting illegal and unethical activities. We cannot provide advice or offer opinions on workplace issues. Please remain on the line. All calls are answered in the order they are received."
- Pre-recorded greeting: *"Thank you for calling. For English, please press 1 now."* (Recorded in English.) *"For Spanish, please press 2 now."* (Recorded in Spanish.) Calls are automatically routed to the interview specialist with the necessary skills to take the call.
- Live greeting: *"Thank you for calling the Ethics and Compliance Hotline. This is [interview specialist's name]. Are you calling regarding a previous report or do you wish to file a new report?"*
- Interview specialists with the skills needed for the call will greet the caller with your greeting: *"[Client greeting of up to 155 characters. Custom greetings require a custom number.]"*
- If the caller is filing a new report, the interview specialist asks: *"May I have the name of the company you are calling in reference to?"*

Company/location/employee information will then be obtained:

- At the outset of each call, the interview specialist will document the caller's company name and detailed location information.
- Next, the interview specialist will check for any special instructions in the Notes section of the greeting prior to taking a report. This aspect of our interview process enables you to tailor the call flow to meet any special needs you may have or refer issues back to the company.

At this point, the interview specialist will explain to the caller what to expect during the call:

"Before we begin, I want you to know that I am going to ask you a series of questions to help me understand your concern. For instance, I'll need to know

who was involved, what occurred and when it happened. This interview can take 10-15 minutes or more. Let's get started."

The interview specialist will explain to the caller what to expect during the call using your briefing: *"[Custom briefing of up to 255 characters. Available with or without custom number.]"*

The interview specialist will then attempt to identify the caller by asking: "May I have your first name or do you wish to remain anonymous?" If the caller chooses to identify him/herself, the following information will be collected:

- Caller's first and last name
- Caller's relationship to employer (e.g., vendor, employee, etc.)
- Caller's title
- Best time to contact the caller
- Caller's phone number
- Caller's e-mail address

The interview specialist will then ask all callers how they learned about the hotline as a measure of communications effectiveness.

At this point, the interview specialist will begin to document the incident. The system allows the interview specialist to focus on understanding the caller's concern, while keeping the interview and documentation of details on track. For instance, the system ensures that all parties mentioned in the call are clearly identified and their roles in the incident are understandable. Among the information captured:

- Identification of person(s) involved and their title(s)
- When the issue occurred
- Where the issue occurred
- Details of how the issue occurred
- How long it has been occurring
- How often it has been occurring
- How the caller knows about the issue
- If there is documentation that would help the company's investigation
- Others who have knowledge of the issue
- If a supervisor has already been notified of the issue
- What steps, if any, have already been taken to address the issue

Interview specialists may also add observations to the report for your consideration. This information is not part of the narrative provided by the caller, but it may describe the caller's demeanor and provide valuable insight. For example: *"caller was uncooperative, caller's speech was slurred, caller was very angry."*

As part of the incident documentation, the interview specialist will assign an incident code based on the primary issue reported by the caller. To ensure accurate and consistent use of incident codes, the system displays a definition and examples for each of the codes. Interview specialists receive extensive training on proper application of incident codes. ReportLine's 24 standard

The system allows the interview specialist to focus on understanding the caller's concern, while keeping the interview and documentation of details on track.

incident codes are based on The Network's nearly 25 years of experience working with anonymous hotlines:

- Accounting/audit irregularities
- Conflicts of interest
- Customer relations
- Discrimination
- Employee relations
- Falsification of company records
- Fraud
- Fraudulent insurance claims
- Improper loans to executives
- Insider trading
- Kickbacks
- Policy issues
- Product quality concern
- Release of proprietary information
- Retaliation against whistleblowers
- Safety issues and sanitation
- Sexual harassment
- Substance abuse
- Theft of cash
- Theft of goods/services
- Theft of time
- Unauthorized discounts
- Wage/Hour issues
- Workplace violence/threats

Additional incident codes designated by Town of Camp Verde:

- [Client-specific incident code #1 -- definition and examples provided by client; add asterisk if it triggers escalation]
- [Client-specific incident code #2 -- definition and examples provided by client; add asterisk if it triggers escalation]

If the interview uncovers two or more distinct issues, the interview specialist will produce companion reports. All the relevant information already provided by the caller is pre-filled in the companion report allowing the interview specialist to focus on documenting the details of each issue.

Additional system-generated questions and instructions are triggered by the incident code, helping the interview specialist dig deeper into the unique aspects of a particular issue and ensuring all relevant information is captured. For example, for a report of insider trading, the interview specialist might ask: *"Describe the insider information. How did you receive it? What was the amount of illegal trading or benefit? How did you come to witness the issue? What documentation was involved? When did it occur?"* In an incident related to theft of goods, the interview specialist might ask: *"Describe the stolen goods (value, size, color) and the financial impact on the company."* These

questions and instructions also help the interview specialist validate the incident code assigned to the report based on their relevance to the caller's concern.

The following questions and instructions provided by Town of Camp Verde will be added to the interview:

- [Incident code: Question or instruction to be added]

The interview specialist will also ask each caller the following question(s) you have provided:

- [Client supplemental question #1]
- [Client supplemental question #2]

The following questions will be asked contingent upon answers given to previous questions.

- [Client supplemental question #1]
- [Client supplemental question #2]

The system will actively analyze the report and identify factors or combinations of factors that require additional information. For instance, if an anonymous caller is the victim and there are no witnesses or evidence to corroborate the report, the system will prompt the interview specialist to encourage the caller to give his/her name and contact information so that the incident can be investigated: *"In order for the company to investigate an issue in which you're the victim, they need the ability to get in touch with you. Are you sure you do not wish to provide your name at this time?"*

Real-time quality assurance will take place during the interview, as the system monitors information intake. Before the call is concluded, the system issues a warning regarding missing information and potential errors for the interview specialist to review with the caller. The report cannot be completed until every data requirement is met.

To produce the highest quality reports, The Network continually reviews and updates integrity check criteria based on our experience and feedback from our clients.

The system will also verify the following requirements you have stipulated during the automated integrity check: [Client-specified Integrity Check criteria]

At this point, the interview specialist will confirm the caller is satisfied that all the information they called to report has been conveyed. Callers who give their names will be provided a report number and asked to call back if they have information they wish to add to their report. The interview specialist will conclude the call by saying: *"We appreciate your call. Since you have provided your name and contact information, your company now has the option to contact you should they have questions or require additional information. Allow me to give you a report number as a record of your call*

today; your report number is [XXXXXX]. You will need this number if you call back to add information to this report."

Anonymous callers will be given a report number to reference in subsequent calls and will be asked to call back two weeks from the date of their call. The interview specialist will conclude the call by saying: *"We appreciate your call. Allow me to give you a report number. Do you have a pen? Your report number is [XXXXXX]. Please call us back on [Date] with the report number in order to see if the company has any additional questions to ask."*

The interview specialist will conclude the call with your closing statement: "[Client-specific next step instructions and/or closing statement of up to 360 characters.]"

The information gathered during the call is organized in a detailed Incident Report. If an anonymous party indicates documents supporting his or her allegation are available, The Network's interview specialist can provide your predetermined fax number or shipping address.

A combination of automated and manual reviews will be utilized to ensure the quality and clarity of every report. In addition to the automated interview analysis and real-time quality assurance that the system performs during the call, The Network's dedicated quality assurance team will also evaluate reports to ensure quality standards are met. Reports will be subject to manual quality assurance based on the complexity of customization, interview specialist quality scores/tenure, incident type, etc.

Web Intake

To access the Web form, individuals wishing to file a report will log on to: [Web address]. The Welcome screen will display:

- A message regarding confidentiality of the data and the ability of the individual making the report to provide his or her name or remain anonymous. A link to a Privacy Policy will be provided for more information regarding confidentiality.
- Instructions for completing the report. The individual will be advised to complete all screens and provide all required information. Required information will be identified in bold type and set off by a symbol.
- Information regarding reporting emergencies. The individual making the report will be advised to contact emergency services directly should they need to report a critical situation or safety issue that may cause immediate harm or danger.
- Information about how to access assistance with their report. The individual is advised that the best and easiest way to report concerns is through calling the hotline (and the only way to report concerns in emergency situations) where a specially trained operator will confidentially document their concerns and make sure all important details are included.

The Web form asks for the company or organization involved and the location. The form then provides an opportunity for the individual making the report to provide his or her name and contact information or to indicate if they would prefer to remain anonymous.

The Web form will then proceed to collect the following information:

- Incident Type: Individuals will be asked to select one incident type from the following list that best describes the issue about which they are reporting. Each incident will include a brief description of the incident type.
 - Accounting/Audit Irregularities
 - Conflicts of Interest
 - Customer Relations
 - Discrimination
 - Employee Relations
 - Falsification of Company Records
 - Fraud
 - Fraudulent Insurance Claims
 - Improper Loans to Executives
 - Insider Trading
 - Kickbacks
 - Policy Issues
 - Product Quality Concern
 - Release of Proprietary Information
 - Retaliation Against Whistleblowers
 - Safety Issues and Sanitation
 - Sexual Harassment
 - Substance Abuse
 - Theft of Cash
 - Theft of Goods/Services
 - Theft of Time
 - Unauthorized Discounts
 - Wage/Hour Issues
 - Workplace Violence Threats

- A description of the individual(s) responsible for the incident (including first and last name and title)
- The name(s) of any supervisors, managers or other company representatives who were notified about the incident, the date(s) notified and the action(s) taken
- The name of anyone else who was involved or aware of the incident
- A description of the incident, including:
 - When and where the incident occurred
 - How the individual knew about the incident
 - Any supporting information
 - A 5,000-character field where the individual can provide a detailed description of the incident
 - An indication as to whether the incident is expected to occur again within the next 24 hours

At this point, the Web form is complete. The form thanks the individual for speaking up on behalf of your company and makes another reference to the hotline as a means for providing the most thorough information.

The individual is then directed to either press the "Submit" button to forward the information to the appropriate point of contact within their organization or to press the "Cancel Report" button to delete the report. The "Cancel Report" option advises that if cancelled, no information will be saved and no information can be retrieved.

Web Reports will be:

- Documented in the system
- Disseminated like other incident reports
- Included in monthly summary reporting
- Accessible through the system's Case Management module

The Web reporting system will offer your hotline participants the option of reporting issues in the following languages:

- English
- Chinese
- Dutch
- French
- French Canadian
- German
- Hindi
- Italian
- Japanese
- Korean
- Macedonian
- Malay
- Polish
- Portuguese
- Russian
- Spanish
- Thai
- Turkish
- Vietnamese

Reports submitted in a language other than English will be translated into English for inclusion in the system. Translated reports will be entered into the system within two business days (not including U.S. holidays).

Dissemination and Follow Up

Standard incident reports will be disseminated within an average of two hours. All reports are guaranteed dissemination within one business day via e-mail to [Number of recipients -- up to three] [Number of recipients -- up to five] designated recipients.

Our dedicated dissemination team will monitor all dissemination activity to ensure the successful transmission of all incident reports.

Reports requiring escalation will follow a different dissemination process. We will immediately call your designated personnel if we receive an incident call that meets the following criteria:

- Threat or harm to employees, customers or operations
- Any significant incident projected to reoccur within 24 hours

If one of the following ten incident codes is assigned to a report, the interview specialist will automatically be prompted to ask if the incident will happen again within the next 24 hours. If the caller believes it will, then escalation will automatically be triggered. Those incident codes are:

- Falsification of Company Records
- Fraud
- Fraudulent Insurance Claims
- Kickbacks
- Release of Proprietary Information
- Substance Abuse
- Theft of Cash
- Theft of Goods/Services
- Product Quality Concern
- Workplace Violence/Threats

The following criteria designated by Town of Camp Verde will also trigger escalation of an incident report: [additional incident codes or supplemental questions].

The interview specialist or our quality assurance team can also override the system and designate a report for escalation at their discretion. These reports will be checked by the escalation team prior to escalating. Once a report designated for escalation is complete, it will automatically be relayed to our dedicated escalation team for immediate notification of the designated person. The system provides the escalation team with the list of the best three emergency contacts that you provide, which contains: (1) The contacts' telephone numbers (pager, work, cell and home); (2) Information as to where the contacts can be reached during business hours, holidays and weekends, and (3) The order in which the contacts should be called.

The escalation team will use the following escalation process:

- Calls will be made to the first contact within an average of 15 minutes of the interview specialist's completion of the report by calling pager, work, cell and home numbers.
- If the first contact cannot be reached, a message will be left and the same procedure will be followed for the two additional contacts.
- Once a contact is reached, a summary of the report can be read, e-mailed or faxed and the escalation of the Incident Report will be complete.

Our dedicated dissemination team will monitor all dissemination activity to ensure the successful transmission of all incident reports.

- Escalated Incident Reports will also be disseminated via e-mail to your designated contacts through the normal dissemination process. (On the incident report, a priority level of "1" will designate a high priority report that has been escalated.)

Incident reports will be escalated by [incident code, department or other client-specified criteria] as follows: [insert client escalation instructions].

Callback Procedures

The callback process is an important part of the reporting process. Anonymous callers will be asked to call back on a specific date, giving you an opportunity to ask additional questions during the investigation and resolution of the issue. Any caller will be able to call back at any time with the report number to add information to the report. Your additional questions can be submitted online before the scheduled callback. Questions submitted online will be added to the system in real-time.

If the anonymous caller calls back as instructed, the interview specialist will ask the additional question(s) and document the response(s) as an addendum to the original incident report. The updated incident report will then be disseminated to your original designated contacts via e-mail marked "Callbacks."

If the anonymous caller calls back as instructed and there are no additional questions from your company, the interview specialist will thank the caller and notify him/her that there are no additional questions. No further callback arrangements are made in this case, although the caller is invited to call back if there is ever any additional information to add to the report.

If any caller calls back to provide additional information, the interview specialist will document the information as an addendum to the original incident report. The updated incident report will then be disseminated to your original contact via e-mail marked "Callbacks."

Comprehensive Summary Reports

Each month your designated contacts will receive Summary Reports via e-mail as a PDF attachment.

Summary Reports will include:

- **Executive Summary Report:** This report will show the total incidents for the month and year-to-date tabulated by type and frequency, the percentage of issues that were previously reported to a manager and an issue type summary showing the number of calls per incident code. As a means of trend analysis, these percentages are also reported using ReportLine's entire client base ("Market"). The top ten issues will be shown in a graph.
- **Activity Report:** This report will detail all call activity for the month by location and type of concern reported, including call location (city and

state), report number and date, if the incident was previously reported to management and a brief summary of the incident (incident code, caller name and name of the reported individual).

SECTION FOUR: CASE MANAGEMENT

Overview

The system's Web-based Case Management system will allow you to document all activities in a single, centralized database. It will help you oversee investigations, manage workflow and track trends across your organization. The system puts you in control allowing you to manage certain aspects of user profiles, reset passwords and reactivate users. It will also provide you with a historical record of your investigation – from initial notification through final resolution. Case Management from The Network offers the flexibility to be adapted to any organization while providing a standard process to collect and report on the information you receive.

The ability to customize the Case Management system provides Town of Camp Verde with control over how information is captured and reported. The Case Management Administrator for Town of Camp Verde will have the ability to customize the system to capture, organize, report and analyze the data in accordance with your specific requirements. Other users within your organization will be able to view and populate the system fields, but will not have the rights to change the fields themselves.

Designated Case Management users have the ability to edit locations and/or incident types to ensure your information is always precise. If while reviewing a case, a user realizes a location or incident code is incorrect, you can quickly correct the information to ensure accuracy. Changes are recorded in the system with a time, date and user-stamp. Management reports immediately reflect the changes once the update is made.

Your organization also determines the rules the system will follow to grant users access to different functions based on user type (Super User, Case Manager or Investigator), company location and/or incident type. The three-tier hierarchy ensures that only those authorized to assign and investigate reports will have access to that data, maximizing the protection of confidential information.

The Case Management system will use automatic e-mail alerts to notify the appropriate user(s) of a new case or a request for action from another user. The system also provides an online tool through which users can submit questions or statements to be read to those who follow up after their initial hotline report. Users will then receive automatic notification when those follow-up questions are answered, providing you with a built-in task management system to hold case managers accountable for the proper handling of investigations.

Case Management reporting will allow you to view issue resolution status at each stage of the investigation. A summary dashboard will give you a macro view of case or hotline activity for any period of time you specify. You will also be able to create reports for a specific division, timeframe, incident type or by investigator.

The system's reporting search engine will give you the flexibility to view a specific case or set of cases and quickly search and sort using a variety of criteria to access the information you need. A broad set of rich, graphical reporting choices and filters will let you review overall program status or drill down to analyze details.

Specifications

“Executive Users” will have the ability to view all of the incidents for all locations and incident types, offering complete access to all allegations. They will also have the same capabilities as Case Managers.

“Case Managers” will have access to all of the incidents for the locations and/or incident types for which they have been granted access rights. They will be able to:

- Search/sort for specific incident information
- Customize fields to control the way information is entered and reported in the system
- View incident report data
- Analyze information using multi-tiered filtering of data
- Assign an Investigator, or transfer a case between Investigators
- Send a case back to an Investigator
- Transfer approval authority to another Manager
- Approve/close a case
- Document activities in the Case Log
- Add attachments to support documentation of an investigation
- Follow up with anonymous callers
- Access and view monthly management reports
- Request ad hoc reports by setting custom date ranges

“Investigators” will have access only to the incidents assigned to them. They will be able to:

- Search/sort for specific incident information
- View incident report data
- Document activities in the Case Log
- Transfer an assigned case to another Investigator, when authorized to do so
- Document resolution (outcome, disposition, reward) recommendations
- Send a case to the approval authority for closure
- Follow up with anonymous callers
- Add attachments to support documentation of an investigation. Incremental charges may apply for excessive data storage.

Actions taken by Case Managers and Investigators during the incident investigation and resolution process will be automatically documented in the case log and tagged with a date, time and user ID stamp. Actions captured in the case log will include:

- Entering new information into the case log

- Assigning an Investigator
- Transferring a case to another Investigator
- Transferring approval authority
- Sending a case for approval
- Sending a case back to an Investigator for additional work
- Approving/closing a case

SECTION FIVE: REPORTING TOOLS & ANALYTICS

Overview

The Network's robust reporting solution blends state-of-the-art features with an easy-to-use interface and provides you with the tools necessary to run detail reports as well as conduct data mining. With reporting tools and analytics, you have:

- Online access to critical program and case management data
- Rich graphical interface that helps users interpret data and analyze trends
- Drill-through capabilities allowing user to move from a summary report to a detail report with just a few clicks
- The ability to quickly review and report on the information you need to monitor the program, evaluate results and trends, and make necessary adjustments.

Specifications

With the Reporting Portal Web site, you have instant access to report folders, reports, user guides, and e-mail links to support and feedback. The report folders contain the most standard reports in the industry. Access to reports is defined by the user's rights to data, the user's role in and by the group that has been established for the client within the reporting portal.

Standard Reporting

- **Activity by Incident Type Summary with Geographic Filters** – This report provides graphical representation with the ability to compare counts from one up to four custom date periods relating to the activity for original reports subtotaled by Incident Type. This report may be grouped and/or filtered by Program, City, State, Country and Top Incident Types. The chart is linked to the tabular report that provides the counts and percentages used to generate the chart. The counts are linked allowing you to drill through to the Activity Report.
- **Activity by Incident Type Summary with Hierarchy/DBA Filters** – This report provides graphical representation with the ability to compare counts from one up to four custom date periods relating to the activity for original reports subtotaled by Incident Type. This report may be grouped and/or filtered by Program, Hierarchy 1-5, DBA and Top Incident Types. The chart is linked to the tabular report that provides the counts and percentages used to generate the chart. The counts are linked allowing you to drill through to the Activity Report.
- **Activity Report with Geographic Filters** - This report provides incident detail for original reports for the custom time period selected. This report may be grouped and/or filtered by Incident Type, City, State, Country and Entry Method. The Report Numbers are linked

allowing you to drill through to the Incident Details Report. The Caller and Location IDs are linked allowing you to render a new Activity Report

- **Activity Report with Hierarchy/DBA Filters** - This report provides incident detail for original reports for the custom time period selected. This report may be grouped and/or filtered by Incident Type, Hierarchy 1-5, DBA and Entry Method. The Report Numbers are linked allowing you to drill through to the Incident Details Report. The Caller and Location IDs are linked allowing you to render a new Activity Report.
- **Activity Report with Location ID Filter** - This report provides incident detail for original reports for the custom time period selected. This report may be grouped and/or filtered by Incident Type, Location ID and Entry Method. The Report Numbers are linked allowing you to drill through to the Incident Details Report. The Caller and Location IDs are linked allowing you to render a new Activity Report.
- **Anonymity Summary Report with Geographic Filters** - This report provides graphical representation with the ability to compare counts from one up to four custom date periods relating to anonymity of the reporting party. This report may be grouped and/or filtered by Program, City, State, Country and Incident Type. The chart is linked to the tabular report that provides the counts and percentages used to generate the chart. The counts are linked allowing you to drill through to the Activity Report.
- **Anonymity Summary Report with Hierarchy/DBA Filters** - This report provides graphical representation with the ability to compare counts from one up to four custom date periods relating to anonymity of the reporting party. This report may be grouped and/or filtered by Program, Hierarchy 1-5, DBA and Incident Type. The chart is linked to the tabular report that provides the counts and percentages used to generate the chart. The counts are linked allowing you to drill through to the Activity Report.
- **Incident Details Report** - The incident report will allow you to review incident detail similar to the PDF incident reports that you receive in e-mail today. Going directly to this report will allow you to review one incident at a time by searching by the incident number.
- **Total Call Summary with Geographic Filters** - This report provides graphical representation with the ability to compare counts from one up to four custom date periods relating to the activity for original reports, callbacks and general inquiries. This report may be grouped and/or filtered by Program, City, State, Country and Entry Method. The chart is linked to table summaries of original, callback and general inquiry sub activity detail. The counts are linked allowing you to drill through to the Activity Report.

- **Total Call Summary with Hierarchy/DBA Filters** - This report provides graphical representation with the ability to compare counts from one up to four custom date periods relating to the activity for original reports, callbacks and general inquiries. This report may be grouped and/or filtered by Program, Hierarchy 1-5, DBA and Entry Method. The chart is linked to table summaries of original, callback and general inquiry sub activity detail. The counts are linked allowing you to drill through to the Activity Report.

Standard Benchmarking Reports

The Network's reporting portal provides access to three of the most popular benchmarking reports available. Data is represented both graphically and in tabular formats so you can easily identify how your hotline program compares with other clients of The Network and within your own industry. You can also quickly see how many percentage points above or below your organization falls from the benchmark norm of other organizations.

- **Anonymous Reports by Investigative Outcome** – This report provides graphical representation with the ability to compare the percentage of anonymous versus non anonymous calls grouped by the three standard investigative outcomes against benchmark data. A custom date period can be selected between the months of January 2006 – December 2008.
- **Comparison by Incident Types** – This report provides graphical representation with the ability to compare the percentage of original reports grouped by eight standard incident types against benchmark data. A custom date period can be selected between the months of January 2006 – December 2008.
- **Means of Awareness by Industry** – This report provides graphical representation with the ability to compare the percentage of original reports grouped by ten standard means of awareness types against benchmark data for companies in a similar industry. A custom date period can be selected between the months of January 2006 – December 2008.

Appendix II: Inside The Network

The Network engineered the first third-party, anonymous hotline in 1982 as a tool for detecting theft, fraud and other high-risk activities. Since that time, we have blended years of experience with a broad base of technical expertise and research-based industry best practices to develop the most powerful suite of reporting components in the industry, featuring ReportLine and its proprietary, award-winning technology. The Network's 65% "actionability" index is the highest in the industry and provides further evidence of the success of our systems, people and technology.

Security

The Network employs industry-leading security and operational processes to ensure that client data is secure and programs operate smoothly 24/7/365. As a testament to our dedication to security, The Network recently underwent system security testing, conducted by Foundstone, and was rated as "A-Highly Secure."

A thorough business continuity plan provides for everything from redundant systems and operating capabilities to the complete relocation of our contact center to a backup facility. We offer every client 100 mg of memory storage for data (and can accommodate more, if required). We have Safe Harbor certification and our business operations are SAS 70 certified.

People

Our people are state-of-the-art too. The interview specialists in our contact center represent the industry's finest. The Network's recruiting analytics allow us to identify the most skilled candidates. We also provide the most rigorous training program in the industry to ensure a high level of expertise and professionalism starting with the very first call. Outstanding performance combined with an outstanding work environment has created an experienced, respected team with a long tenure.

The Network's Account Management and Client Services teams are also committed to ensuring that you receive an unparalleled level of service. We utilize a Seibel-based customer support system that allows us to execute and follow up on your requests quickly and accurately. The system provides you with a means to easily communicate with us and to conveniently check the status of requests.

Global Expertise

Many companies can refer to themselves as experts in hotline reporting, but numbers speak volumes about capability, competence and dependability. Today, more than 24 million employees worldwide rely on The Network for reporting services. We look forward to forging a partnership with Town of Camp Verde.

*Today, more than
24 million
employees
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The Network for
reporting services.*

Appendix III: Program Agreement and Terms

This Agreement for Program Services (the "Agreement"), dated 6/18/09 (the "Effective Date"), is between The Network, Inc. ("Provider" or "The Network"), located at 333 Research Court, Norcross, GA 30092, and Town of Camp Verde ("Client"), located at 395 S Main Street, Camp Verde, AZ 86322.

A. Services

The parties agree that Provider will provide Hotline Program Services (the "Services") for Client pursuant to the terms of the description of services and fees shown herein.

B. Use of Hotline

ReportLine is offered as an option for employees and former employees to report any illegal and unethical activity that causes loss or harm to a company, its employees, or customers. Client will present ReportLine as an option for reporting these incidents to an independent third party, should an individual feel uncomfortable with reporting such incidents directly to people at the Client.

C. Effective Date and Term

Provider will perform the Services from the Effective Date through 7/16/10 (the "Term"). This Agreement will automatically renew for successive twelve (12) month periods unless earlier terminated in accordance with this Agreement.

D. Termination

This Agreement may be terminated by either party (a) in the event of a "Default" after the expiration of notice and cure periods; or (b) by either party without cause upon forty-five (45) days' advance written notice to the other party. Following such expiration or termination, Client will immediately return to Provider or destroy all materials in its possession, custody or control, which promote or describe the Services.

E. Confidential Information

1. Confidentiality. Each party will maintain the confidentiality of "Confidential Information" by not using or disclosing it or otherwise making it available except to its partners and as necessary to carry out the purposes of this Agreement for however long the information remains a Trade Secret, as defined under Georgia law, or for a period of three (3) years after the termination of this Agreement for Confidential Information which is confidential but does not constitute a Trade Secret. "Confidential Information" means any information (a) identifying a hotline caller or the content of his/her call or contained in a Client-provided database used in processing calls (the "Client Data"); (b) related to the Services which is not otherwise available to the public, including either party's product development information or plans for future products or services, or (c) identified as confidential by Provider or

Client. In addition, each party agrees to maintain the confidentiality of any Confidential Information received from the other party, at least to the same extent and manner as the recipient party protects its own confidential information, and in no event using less than a reasonable standard of care.

2. Data Retention and Aggregation. Incident Report data is normally retained for a period of twelve (12) months from the date of the original Incident Report. With the exception of selected data, after this period all Incident Report data is purged. Selected Incident Report data is archived for billing purposes, and may be aggregated for statistical reporting and benchmarking purposes. Such aggregation shall be done in a manner that neither the Client nor Client Data can be reasonably identified. Once report data has been archived, it cannot be restored to its original form. At Client's request, to comply with international data privacy laws and the regulation of hotlines, a shorter Incident Report retention period may be chosen.

3. Data Processor/Importer. For purposes of all applicable laws relating to data privacy, personal data, transborder data flow and data protection (collectively, "Privacy Laws"), the parties acknowledge and agree that as between the parties, Provider will be and remain the processor/importer of the Client Data and Client will be and remain the owner/controller/exporter of the Client Data, and nothing in this Agreement will restrict or limit Client's rights or obligations as owner/controller/exporter of the Client Data for such purposes.

F. Audits

Client will have the right, with 45 days advance written notice, to conduct an annual audit to verify that Provider is providing the Services detailed herein and that adequate processes and controls are in place to ensure the integrity and security of Client's data. Such audit may include the review of relevant systems, security (both physical and system security), Client reports, and compliance with pertinent laws and regulations.

G. Intellectual Property

Each party mutually reserves, and agrees to recognize, respect and preserve any and all intellectual property rights the other party has or may be entitled to claim in any Created Works. "Created Works" are defined as all works in any medium which are authored, co-authored, developed, refined, completed, obtained, owned or possessed by the party, including all copyrights, trademarks, service marks, and patents which apply thereto, and any derivative work based thereon. Provider's Created Works include, but are not limited to, its posters, brochures, flyers, and other documents that promote the availability of Provider's services, hotline number, and/or website to Client's employees and others. Client agrees that any use of any of Provider's trademarks

will inure solely to the benefit of Provider and that Client will not at any time acquire any rights in Provider's trademarks.

H. Default

Any of the following will constitute a "Default" under this Agreement:

1. A breach of a material covenant of this Agreement which continues without cure for a thirty (30) day period after either party's receipt of written notice thereof; or
2. The filing of a petition for bankruptcy by a party, the insolvency of a party, or the filing of an involuntary petition for bankruptcy against a party will entitle the other party, upon twenty-four (24) hours written notice, to terminate this Agreement; or
3. Client's failure to perform its payment obligation.

I. Representations and Warranties

1. The Parties represent and warrant to each other that:
 - a. The execution, delivery and performance of this Agreement by each Party (i) has been duly authorized by that Party, (ii) will not conflict with, result in a breach of or constitute a default under any other agreement to which that Party is bound, and (iii) that Party has obtained all applicable authorizations and consents required in connection with its performance under this Agreement;
 - b. Each Party is duly licensed, authorized or qualified to do business and is in good standing in every jurisdiction in which a license, authorization or qualification is required for the transaction of business of the character transacted by it, except where the failure to be so licensed, authorized or qualified would not have a material adverse effect on that Party's ability to fulfill its obligations under this Agreement; and
 - c. Each Party is in compliance with all laws applicable to its business and operations including international data privacy laws.
2. Disclaimer of Warranties. Except as expressly provided herein, neither Party makes any warranty of any kind whether express, implied statutory, or otherwise. Each Party hereby specifically disclaims all implied warranties, including any warranty of merchantability or fitness for a particular purpose, to the maximum extent permitted by applicable law.

J. Indemnity

Each party (the "Indemnitor") will indemnify and hold harmless the other party (the "Indemnitee") from and against any and all claims, damages, demands, actions, losses, costs and expenses, including attorney's fees reasonably and actually incurred ("Claims") arising out of or related to the performance or non-performance by the Indemnitor (except for Claims caused by the negligence or willful misconduct of the Indemnitee), or the

Indemnitor's material breach of its obligations under this Agreement.

K. Limitation of Liability

The parties agree that in no event will they be liable to each other for any indirect, incidental, special, exemplary, punitive or consequential damages, including loss of profits, business, revenue, goodwill, data, or use, whether in an action in contract, breach of warranty or tort, strict liability or negligence. In no event will Provider's liability to Client ever exceed all amounts payable by Client under this Agreement during the then current annual term, regardless of the form of action, whether in contract, negligence, tort or otherwise.

L. Disclaimer

Provider will utilize good faith efforts to perform the Services, although Provider will not be liable for the mistakes or errors in the performance of the Services unless they are caused by the negligence or willful misconduct of Provider. Provider will not be responsible for the verification or review of the accuracy, relevance, or legality of information contained in reports of hotline calls provided to Client and Client waives any claim related thereto.

M. Notice

Any notice required or allowed under this Agreement will be in writing to the addresses shown in this Agreement and will be deemed given or made on the date delivered.

Designated location for notice:

The Network, Inc.
333 Research Court
Norcross, GA 30092
Attn: Mr. Jim Rockaway

Town of Camp Verde
395 S Main Street
Camp Verde, AZ 86322
Attn: Lisa Elliot

N. Payments

Budget is valid for 90 days from date of proposal. Payments are due net 30 upon receipt of invoices. Total Budget will be invoiced upon proposal acceptance. The Annual Renewal Package Fee will be invoiced annually 60 days prior to the renewal date. Education and Awareness Materials' shipping and handling fees will be invoiced upon delivery to client.

O. Collection and Disputes

Client agrees to pay Provider according to the terms on the invoices. Amounts not paid within thirty (30) days after the date of invoice will be considered past due. On past due accounts, Client agrees to pay a finance charge on any unpaid balance in the

amount of 1.5% per month. Provider will be entitled to recover any cost of collection, including reasonable attorney fees.

P. General

1. Governing Law. This Agreement is governed by the laws of the State of Georgia, without reference to its choice of law provisions. Each party hereby consents to the jurisdiction of any federal or state court within the State of Georgia, USA.

2. Severability and Waiver. If any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions of this Agreement will remain in full force and effect. A specific waiver by either party of any of the terms and conditions of this Agreement will not constitute a waiver of the same or other provisions of the Agreement at any time in the future.

3. Approvals. Any approvals required by either party to this Agreement will not be unreasonably withheld.

4. Force Majeure. Neither party will be responsible for any damage or delay which is caused by an Act of God, government regulation, disaster, fire, flood, war, or civil disorder which is beyond the control of either of the parties to this Agreement, and which makes it illegal or impossible to perform the Agreement or any of its terms.

5. Injunctive Relief. Either Party may seek interim or permanent injunctive relief to enforce or protect its intellectual property rights or its rights under Section E or Section G.

6. Counterparts. This Agreement may be signed in one or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

7. Relationship of the Parties. The parties acknowledge that in performing their obligations, each is acting as an independent contractor. The parties do not intend to create any employment relationship, and nothing in this Agreement will be construed to make either Party an employee of the other.

Q. Terms

The following is important information either provided by Client or assumed by Provider in order to develop a budget and prepare for efficient implementation of the proposed service. ***Any and all revisions, additions or deletions to these terms may result in a revised budget and/or implementation timeline.***

ReportLine Service Terms:

The number of employees calling Provider from North America (U.S., Canada, Puerto Rico and U.S. Virgin Islands) is 85.

Provider's ability to translate calls is subject to Certified Language International's translator availability.

Program period: 7/17/09 – 7/16/10

Schedule of Deliverables: Once Provider has received a signed Agreement for the Services and all information to be supplied by Client, the Service will be implemented within a two to four week time period.

In order to receive incident and monthly summary reports in PDF format, Client must have access to, or gain access to, Adobe Acrobat Reader software prior to program set-up. Provider can provide Client assistance in gaining access to Adobe Acrobat Reader software if necessary.

Case Management System Terms:

Use of Case Management System includes up to 200Mb of file attachment storage per year. Provider will notify Client when usage is within 5% of 200Mb. Each attached file may be up to 5Mb in size, and may include all common file types with the exception of executable files. Unless Provider is notified otherwise, every licensed Case Management System user will have the ability to add attachments, but only Super Users (if applicable) will have the ability to delete attachments. Attached documents will be stored in accordance with Client's data retention period.

Education and Awareness Terms:

The number of locations is: 4

The number of employees per language is:

English 85

Quantities over that immediately required by the number of locations or employees may have been budgeted to ensure material availability for new employees, lost or damaged material and/or unforeseen needs.

Budgeted charges include applicable development research, copy writing, translation, use of Provider's copyrighted art and language, new artwork, graphic design, typesetting, one black and white proof, one set of proof changes, digitizing and colorization of artwork, proofreading, film or mechanical, stat work/logo scanning, press plates, color keys, trimming, folding and packaging.

Budgeted charges assume Provider will be supplied with all necessary assets such as logos, images, music, signatures, etc. to implement into art. Any additional needed assets will be estimated separately in Change Order and will incur additional fees.

Budgeted charges assume 3 rounds of client revisions. Additional set of revisions will result in a Change Order and will incur additional fees.

Budgeted charges cover Provider's staff time only and do not include travel or out-of-pocket expenses, which will be billed at cost.

Client will pay all sales, use, transfer, privilege, excise or other taxes and all duties, whether international, national, state or local,

however designated, which are levied or imposed by reason of the transactions contemplated hereby.

Whenever possible, budgets are based on printing materials all at once to achieve the lowest possible costs. As such, budgets, as well as delivery dates are contingent upon Client meeting its production deadlines.

Any work requested by Client that is not expressly and directly part of the Scope of Work set forth above is considered out of scope and not included in the budgeted charges.

Schedule of Deliverables: Once Provider has received a signed Agreement and all information and content required, Education and Awareness materials will be delivered to Client within 4-6 weeks. Materials and/or content required for subsequent monthly materials will be due a minimum of 4 weeks prior to desired delivery date.

R. Entire Agreement

This Agreement sets forth the entire agreement and understanding between the parties as to the subject matter hereof and merges and supersedes all prior discussions, agreements and understandings of any kind and every nature between them pertaining to such subject matter.

IN WITNESS WHEREOF, the duly authorized representatives of each of the parties hereto have executed this Agreement as of the day and year first written above.

Provider: The Network

Client: _____

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Appendix IV: ReportLine Program Timeline

Due Date	Event/Task Description	Who
TBD – at least 2-4 weeks prior to start date	Signed agreement to The Network	Town of Camp Verde
TBD – at least 2 weeks prior to program start date	Dissemination, contact and other information for program set-up to The Network	Town of Camp Verde
TBD – at least 1 week prior to program start date	Location Database to The Network	Town of Camp Verde
45-60 days prior to start date for each international phone line (based on telephone service provider)	International calling options determined	The Network and Town of Camp Verde
TBD – always on a Friday	Program Live (start) Date	The Network
TBD – First month after program start date (this is a calendar month, not a program month)	First Month's Management Summary Reports	The Network
TBD – as needed, at least 5 business days notice required	Escalation Information Updates	Town of Camp Verde and The Network
TBD – as needed, at least 5 business days notice required	Dissemination and Location Database Information Changes	Town of Camp Verde and The Network
TBD – as needed, at least 24 hours (business day) notice required	Location Database Information Updates (standard only)	Town of Camp Verde and The Network
45 days prior to program year-end renewal date	Annual Program Evaluation and Renewal	Town of Camp Verde and The Network

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#7

Debbie Barber

From: Grace Mary Marks [Grace.Marks@nau.edu]
Sent: Thursday, June 18, 2009 4:12 PM
To: dbarber@cvaz.org
Cc: jfilardo@ci.sedona.az.us; dallan@fUSD1.org; Cheryl Cole Cothran; yathol@aol.com
Subject: Camp Verde City Council Meeting - July 1st

Hi Debbie,

I just received confirmation on the two individuals who will be presenting at the July 1st Camp Verde City Council meeting on the Northern Arizona Workforce Training Center.

Jodie Filardo, Sustainable Economic Development Initiative (SEDI) Board and City of Sedona Economic Development

Doug Allan, Associate, Career & Technical Education, Flagstaff Unified School District

Attached is a copy of the survey they will be bringing and distributing to the members.

If you need any additional information, please let me know.

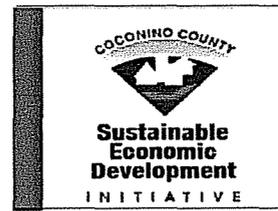
Thank you!

Grace

Grace Marks, MPH, CPC
Project Director, AZ Hospitality Research & Resource Center
Northern Arizona University
W.A. Franke College of Business
Box 6024
Flagstaff, AZ 86011
(928) 523-4289
home.nau.edu/hrm

6/25/2009

Northern Arizona Workforce Training Center Opinion Survey



Please fill in the information requested using a #2 pencil, black or blue ink.
If you make a mistake using ink, fill in and also circle or initial the correct answer.

Your Name:

Org Name:

Your Title:

City: Zip Code: County:

Phone: - - E-mail:

1. Primary Category of Government or Organization (mark only one)

- Non-profit Government-Local Government-Federal Government-Tribal
 Educational Institution Government-County Government-State Other, define:

2. Using the scale provided where "1" is LOW and "7" is HIGH, rate the following:

	Low	1	2	3	4	5	6	7	High
Availability of workers in your area		<input type="radio"/>							
Quality of the workforce in your area		<input type="radio"/>							
Stability of the workforce in your area		<input type="radio"/>							

3. Generally, how easy or difficult is it for businesses/organizations in your area to hire the skilled employees they need?

- Very Easy Easy Difficult Very Difficult
 Somewhat Easy Neither Easy nor Difficult Somewhat Difficult

Is the number of unfilled positions in area businesses/organizations? Increasing Stable Decreasing

Are recruitment problems? Community/Regional **OR** Industry-wide

Is investment in employee training in your area? Increasing Stable Decreasing

4. Is any new technology(ies) emerging that will substantially change the demand for workers or products and services in your area?

- Yes If Yes, list technology(ies)
 No and explain:

5. In your opinion, list the THREE SKILLED AREAS for which local employers have the most difficulty finding qualified workers.

1. 2. 3.

6. In your opinion, list the TOP THREE SKILLED AREAS for which employers in your area have the most frequent openings.

1. 2. 3.

7. Rate the significance of each of the following in determining the viability of a Northern Arizona Workforce Training Center (NAWTC).

	Not Significant	1	2	3	4	5	6	7	Very Significant
Types of training programs offered	<input type="radio"/>								
Cost of training programs	<input type="radio"/>								
Location of the center(s)	<input type="radio"/>								
Competition with existing training programs	<input type="radio"/>								
Ability to customize course offerings	<input type="radio"/>								
Training schedules/hours	<input type="radio"/>								
Provision of appropriate equipment/technology	<input type="radio"/>								

8. Rate the deficiency level of the following skills among workers and job applicants at area businesses and organizations.

	No Deficiency	Minimal Deficiency	Moderate Deficiency	Substantial Deficiency	Extreme Deficiency
Dependability/work ethic	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Math skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reading skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communicating effectively in English	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Information analysis and application	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Thinking critically/acting logically	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Using technology/tools effectively	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

9. Which of the following are barriers to retaining employees in your area? (mark all that apply)

- Advancement opportunities
- Benefits offered
- Childcare/eldercare
- Employment prep/training
- Transportation issues
- Wages
- Working hours
- Don't know
- None
- Other, define:

10. To your knowledge, what technical skill areas do employees and/or job applicants lack? (mark all that apply)

- Blueprints
- CNC (Computer Numerical Control)
- Computer literacy
- Electrical
- Electronics
- HVAC
- Hydraulics
- Machining
- Maintenance
- Math
- Measuring Instruments
- Pneumatics
- Reading/Comprehension
- Troubleshooting
- Welding
- Other, define:

11. Where do businesses/organizations in your area go for workforce training & development? (mark all that apply)

- No training needed
- College/university
- Community college
- Provided in-house
- Out-of-state providers
- Externally contracted trainers
- Professional association courses
- Industry bodies and/or work council courses
- Government-provided sources
- Don't know
- Other, define:

12. Are you interested in a NAWTC that could provide customized skills training for businesses/organizations in your area?

- Yes If Yes, is it for? (mark all that apply)
 - Upgrading present workforce
 - Retraining present workforce
 - Training for future green jobs
 - Training for new jobs of future

No If No, why not:

13. In your opinion, how easy or difficult is it for businesses/orgs in your area to hire the skilled employees they need?

- Very Easy
- Easy
- Difficult
- Very Difficult
- Somewhat Easy
- Neither Easy nor Difficult
- Somewhat Difficult

14. Would there be a significant need to offer classes in any of the following languages to individuals from your area who might go to a NAWTC?

- Spanish
- Navajo
- Other, define:

15. Based on your knowledge of businesses/organizations in your area, is there unmet need for employee training, including customized, in the following technical areas/jobs? (mark all that apply)

- Auto Front-end
- Landscape Technician
- Alignment/Brake Specialist
- Lawn Maintenance Specialist
- Automotive Technician
- Office Accounting
- Basic Emergency Technician
- Patient Care Assistant
- Certified Manufacturing Specialist
- Supervisory Management Specialist
- Commercial Truck Driving
- Welding & Joining Technician
- Computer Networking Technician
- Warehousing & Distribution
- Computerized Tomography
- Certification/Recertification for HVAC
- Electric Arc Welding
- Certification/Recertification for welding
- Electrical Technician, Analog
- Certification/Recertification for basic EMT

Other

16. Based on knowledge of your area, does any unmet need exist for employee training, including customized, in any of the following programs/jobs specifically focused on sustainable practices? (mark all that apply)

- LEED Study Groups/County Checklist Study Groups
- Cost Estimating
- Teacher Training
- Welding Technician
- Energy Designers and Auditors
- OSHA Training
- Home Designers
- Wind Turbine Installers
- Auto CAD Drafters
- Solar Green House Builders
- Green Building/Construction/Carpentry
- Renewable Energy Electricians
- Energy Star
- Weatherization and Energy Reduction Technology
- Energy Auditors
- Hydrogen Fuel Cells
- Electricians
- Batch Solar Water Heater Manufacturing
- Plumbers
- Concentrating Solar Cookers
- Plumbers, Glazers, Fabricators, Welders
- Introduction to Solar Applications
- Riggers, Crane Operators
- Organic Gardeners
- Concrete Formers
- Hybrid Car Mechanics

Other

17. If businesses/organizations in your area had access to skills training at a NAWTC, to what extent would it help them do the following:

	Not At All Helpful	1	2	3	4	5	6	7	Totally Helpful
Add value to the products/services of area businesses	<input type="radio"/>								
Make area businesses more competitive	<input type="radio"/>								
Increase production/productivity of area businesses	<input type="radio"/>								
Increase employee efficiency in area businesses	<input type="radio"/>								
Help retain employees in area businesses	<input type="radio"/>								
Provide a greater pool of qualified job applicants	<input type="radio"/>								
Help decrease training time in area businesses	<input type="radio"/>								
Provide an incubator site for research & development	<input type="radio"/>								
Attract "green" entrepreneurs	<input type="radio"/>								

18. In your opinion, if a NAWTC was established, which businesses/organizations in your area would send workers there for skills training?

1.

3.

2.

4.

19. Do you support establishing a NAWTC? Yes No Explain below:

20. In your opinion, do you think the businesses/organizations in your community would send employees to a NAWTC? Yes No

Please provide any additional comments on the potential development of a NAWTC below:

Thank you for your participation!

9535024446

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#8

**TOWN OF CAMP VERDE
Council Agenda Action Form**

Meeting Date: July 1, 2009

Meeting Type: Regular

Type of Presentation: Verbal

Agenda Item: Voting for Two Arizona Municipal Risk Retention Pool Board Trustees (see attachments)

AGENDA TITLE: Discussion, consideration and the possible casting of the attached ballot by voting for not more than two candidates seeking election to the Arizona Municipal Risk Retention Pool (AMRRP) Board of Trustees to fill two, (four) 4-year term positions that expire in 2011. (Staff Resource: Michael K. Scannell)

PURPOSE AND BACKGROUND INFORMATION:

Arizona Municipal Risk Retention Pool (AMRRP) is a nonprofit corporation that provides an insurance risk sharing group of certain public agencies of the State of Arizona. The public agencies, such as the Town of Camp Verde, enter into contracts with AMRRP for the joint purchase of insurance, or to pool retention of their risks for property and liability losses and workers' compensation claims to provide for the payment of such losses or claims made against any member of the AMRRP Corporation. To that end, being a member of the AMRRP entitles the Town to have voting privileges for members of the AMRRP Board of Trustees.

The business affairs of AMRRP are conducted by a Board of Trustees consisting of nine members that serve for a term of office of up to 4 years.

At the invitation of the AMRRP Board Nominating Committee, the Town Council, at the May 6, 2009 regular session unanimously voted to submit Councilmember Jackie Baker's name as a nominee for possible placement on the AMRRP Board of Trustees ballot to fill a 4-year term position that expires in 2011.

The Arizona Municipal Risk Retention Pool (AMRRP) is now inviting the Town to exercise their right to vote by casting the attached ballot for not more than two candidates fill two Board of Trustees positions. The deadline to advance the voted, signed and dated ballot to the League of Arizona Cities and Towns is July 13, 2009.

STAFF RECOMMENDATION(S): Cast the attached ballot by voting for not more than two candidates seeking election to the Arizona Municipal Risk Retention Pool (AMRRP) Board of Trustees to fill two, (four) 4-year term positions that expire in 2011.

Finance Director Review

Budgeted/Amount Yes No N/A X

Fund: **Line Item:**

Comments: N/A

Attorney Review Yes No N/A X

Submitting Department: Administration/Manager

Contact Town Manager Michael K. Scannell: Signature





Election Ballot

Pursuant to A.R.S. § 10-3708, the undersigned Member of the Arizona Municipal Risk Retention Pool (AMRRP) hereby casts the votes as designated below, which the undersigned is entitled to cast, as a Member at the Annual Meeting of the Members to be held on Friday, July 17, 2009.

The Nominating Committee randomly drew the names listed on the ballot to determine the order in which they appear. That order is reflected herein.

Nominees	Vote for not more than 2
Scott Barber , Administrative Services Director City Of Casa Grande	<input type="checkbox"/>
Frederick W. "Rick" Mueller , Mayor Pro Tem City of Sierra Vista	<input type="checkbox"/>
Lori Wedemeyer , Town Manager Town of Parker	<input type="checkbox"/>
Jackie Baker , Councilmember Town of Camp Verde	<input type="checkbox"/>
James E. Mannato , Town Attorney Town of Florence	<input type="checkbox"/>
Deb Thalassitis , Assistant Town Manager Town of Marana	<input type="checkbox"/>
Robert M. Easton , Safety & Risk Manager Town of Oro Valley	<input type="checkbox"/>
Janet Perry , Assistant Town Manager Town of Clarkdale	<input type="checkbox"/>
Write -In Candidate:	<input type="checkbox"/>
Write -In Candidate:	<input type="checkbox"/>

Member's Duly Authorized Representative City/Town Date

This form must be received by
 The League of Arizona Cities & Towns
 1820 West Washington, Phoenix, Arizona 85007
 By 5:00 PM Monday, July 13, 2009.



2009 Trustee Election Materials

The Annual Members' Meeting of the Arizona Municipal Risk Retention Pool (AMRRP) has been scheduled for **Friday, July 17, 2009, 10:00 AM** at the League of Arizona Cities and Towns, 1820 W. Washington St., Phoenix, Arizona 85007. At the meeting, Members will be asked to vote for Trustees to fill **two** Board of Trustees positions.

During the meeting, Members may exercise their right to vote in person. **However, if Members are unable to attend, pursuant to A.R.S. §10-3708, they may submit their vote on the enclosed ballot and return it (in the enclosed return envelope) to the League of Arizona Cities and Towns, 1820 W. Washington St., Phoenix, Arizona 85007, no later than 5:00 PM, Monday, July 13, 2009.** Currently, the quorum requirement (either in person or by ballot) for the Annual AMRRP Member Meeting is one-third of AMRRP's total membership of 74, or 25 Members.

Each Member is entitled to vote for two Trustees, including any candidates whose names you may choose to write in.

- A ballot marked with more than two choices will not be counted.
- Ballots must be signed, dated and received by July 13, 2009.
- The two nominees receiving the highest number of votes will be elected to the Board of Trustees, each for a four-year term.
- In the event of a tie, AMRRP Members present and voting on July 17, 2009 will vote and break the tie.

The newly elected Trustees will join the Trustees whose terms are listed below:

Gary Duncan, (2007–2011)
Risk Manager
Town of Queen Creek

George Hoffman, (2008–2012)
City Manager
Apache Junction

Lenore Lancaster, (2006–2010)
Management Services Director
Town of Paradise Valley

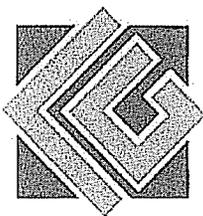
Jean Poe, (2006–2010)
Risk Manager
City of Surprise

Rudy Rodriguez, (2008–2012)
Finance Director/Treasurer
City of Cottonwood

Kelly Udall, (2007–2011)
Town Manager
Town of Pinetop-Lakeside

Tereta Williams, (2007–2011)
Finance Director
City of Globe

Biographical information as submitted by the candidate or their city/town is enclosed.



City of Casa Grande

April 16, 2009

AMRRP Nominating Committee
c/o League of Arizona Cities & Towns
1820 W. Washington St.
Phoenix, Arizona 85007

Dear Nominating Committee:

I would like to nominate City of Casa Grande Administrative Services Scott Barber for re-election to the Arizona Municipal Risk Retention Pool Board of Trustees. Scott has served as our Administrative Services Director for almost 25 years, and has more than 30 years of experience in public-sector management. All of those years of experience include major duties and responsibilities for risk management in the organizations for which he has worked. I have attached a brief outline of his education, experience and certifications in support of this nomination. Scott served on the AMRRP Board from 1988 to 1993, and then again for the past four years, currently serving as the Pool Board's secretary/treasurer.

I enthusiastically support Scott's continued service on the Pool Board, representing the interests of all of our members, and would encourage the member representatives to cast their votes for him as well.

Sincerely:

Jim Thompson
City Manger
City of Casa Grande

Scott Barber
Summary of Education, Experience & Certifications

Education

B.A., New Mexico State University, 1976
Majors in Government and Journalism & Mass Communications

M.P.A., Northern Arizona University, 1983

Experience

1984 – Present
Administrative Services Director
City of Casa Grande, Arizona

1980 – 1984
Asst. to the Director of Administrative Services and Personnel Director
Navajo County Government
Holbrook, Arizona

1977 – 1979
Administrative Assistant to the City Manager
City of Holbrook, Arizona

Certifications & Registrations

Senior Professional In Human Resources (SPHR)
Lifetime Certification
Human Resources Certification Institute

Certified Professional
International Public Management Association for Human Resources

Risk Management Consultant Certification
State of Arizona



City of Sierra Vista

MAY 22 2009

May 22, 2009

Ken Strobeck, Executive Director
Arizona League of Cities and Towns
1820 W. Washington
Phoenix, AZ 85007

Dear Mr. Strobeck:

I am pleased to submit this letter of interest to serve on the Executive Board of the Arizona Municipal Risk Retention Pool (AMRRP). As the Mayor Pro Tem for the City of Sierra Vista, I have eight plus years experience serving on the City Council, developing a keen understanding of policy and financial decisions affecting all aspects of municipal operations. I believe that my skills and background would be an excellent fit for the AMRRP Board.

In addition to my experience on the Sierra Vista City Council, I have been a member of the Executive Board of the SouthEastern Area Governments Organization for three years, serving as Chairman in 2008. I am currently Vice President, and have previously served as the President, of the University of Arizona South Foundation, a group responsible for considerable funding and property management for the City's branch campus of the University of Arizona. I am an active member of many other charitable and service organizations in Sierra Vista, including the Rotary, Lion's Club, Sierra Vista Symphony Association and the Retired Officers Association.

I attended the University of Nebraska on a four-year ROTC scholarship, graduating with a B.A. in Political Science with minors in History and English. I am an honor graduate of the Defense Language Institute in Greek; a graduate of the Army Command and General Staff College; and I have completed postgraduate work in management. I served my country in various leadership positions as an Army Field Artillery Officer and retired from United States Army in 1995.

I believe that my broad leadership and management experience and background would be an asset to the AMRRP Board, and I am pleased to submit this letter for consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Rick Mueller", is written over a horizontal line.

Frederick W. "Rick" Mueller
Mayor Pro Tem

APR 22 2009

NOMINATION FOR LORI WEDEMEYER

My name is Lori Wedemeyer. Currently I am the Town Manager for the Town of Parker. I have worked for the Town of Parker since October 1997. I started as Town Clerk/Treasurer, and through organizational changes, I was reassigned as the Finance Director in November 1998. Then in 2002, I was appointed Assistant Town Manager; in 2006 I was then appointed Town Manager. Before coming to the Town of Parker, I was a Supervising Account Clerk for Fresno County in California.

I would appreciate the chance to once again become a board member for the Arizona Municipal Risk Retention Pool. I served as a trustee of the Municipal Workers' Compensation Pool from 2001 – 2003. The Town of Parker has been a member of the pool since 1998, so I am familiar with the way the Risk Retention Pool works. With my current job, I am in charge of all aspects of the Insurance of the Town of Parker. I would appreciate a chance to bring my knowledge and ideas on board.

Lori Wedemeyer sent this nomination to you.

31856 Rio Vista Rd.
Parker, AZ 85344

Phone 928-667-5080
E-mail mommy4341@yahoo.com

Lori Wedemeyer

Objective

I wish to obtain a position where I can utilize my skills. I have extensive experience in accounting and human resources.

Experience

2006 – present Town of Parker Parker, AZ

Town Manager

- Responsible for all financial activities
- Responsible for entire Town of Parker budget
- Responsible for all human resources activities
- Responsible for economic development activities

2002–2006 Town of Parker Parker, AZ

Asst. Town Manager/Finance Director

- Responsible for all financial activities
- Responsible for entire Town of Parker budget
- Responsible for all human resources activities

2001 - 2002 Town of Parker Parker, AZ

Interim Town Manager

- Responsible for recruitment & selection process of new Town Manager.
- Responsible for recruitment & selection process of new Chief of Police.
- Responsible for all day-to-day activity of Town Government.

1997–2002 Town of Parker Parker, AZ

Finance Director

- Responsible for all financial activities.
- Supervise staff of five.
- Develop annual budgetary forecasts.

1995 - 1997 Fresno County Fresno, CA

Supervising Account Clerk

- Responsible for balancing of all entries made into the financial system.
- Audit all journal entries for all departments of the County.
- Supervise staff of four.

Education

Crafton Hills College Yucaipa, CA

- A.A., Business Administration.

California Polytechnic University, Pomona

- B.A., Management and Human Resources.

Education Con't

Arizona State University, Phoenix, AZ
▪ Certified Public Manager Program

**Awards/
Achievements**

2001 Outstanding Public Sector Professional from Parker Area Chamber of Commerce.
2001 President of Colorado River Finance Officers Association.
2000 – Vice President of Colorado River Finance Officers Association.
1999 – Secretary/Treasurer of Colorado River Finance Officers Association.
2001-2003 Trustee of Arizona Municipal Workers Compensation Pool.
2003 – 2004 Vice President of Rural Arizona Health Trust
2004 – 2005 President of Rural Arizona Health Trust
2002 – present Board Member of Rural Arizona Health Trust



TOWN OF CAMP VERDE

◆ 473 S. Main Street ◆ Camp Verde, Arizona 86322 ◆ (928) 567-6631 FAX 567-9061

www.cvaz.org

towncouncil@cvaz.org

May 12, 2009

AMRRP Nominating Committee
League of Arizona Cities and Towns
1820 West Washington Street
Phoenix, AZ 85007

Dear AMRRP Nominating Committee Members:

At Camp Verde's May 6, 2009 regular session, the Town Council unanimously nominated Jackie Baker, as a candidate for possible election to the Arizona Municipal Risk Retention Pool (AMRRP) Board of Trustees.

Below is brief biography for Ms. Baker:

Professional:

- Retired property/casualty, and life and health insurance agent

Town of Camp Verde:

- Town Councilmember - re-elected to a 3rd term (non-consecutive) - June 2009 through June 2013

Served on the following committees:

- Board member of the (AMRRP) Board of Trustees 2000 /2002 and reappointed to serve a term from 2003 until 2007
- Member of the NACOG Executive Board (served as Vice Chair one year), NACOG Regional Council, NACOG Economic Development Committee, NACOG Focused Future II Committee, and NACOG Transportation Policy Advisory Committee
- 1986 – served as a member of citizens group that participated in the Town of Camp Verde's incorporation
- Throughout Ms. Baker's business career, she has been active in volunteer work for the following organizations: Chambers of Commerce, Independent Insurance Agents community & mentoring programs, Muscular Dystrophy Assn., and volunteer work for local, special events.

If you have any questions, comments or concerns regarding the contents of this letter or the Town of Camp Verde's AMRRP Board nomination, please feel free to contact me via the information below.

Respectfully,


Michael K. Scannell, Town Manager
(928) 567-6631 x 102
msscannell@cvaz.org

CC: Camp Verde Town Council; Town Clerk Debbie Barber

MKS:cjb



Handicap Relay: Voice: 1-800-842-4681 ◆ TDD: 1-800-367-8939



JAMES E. MANNATO
Town of Florence
P.O. Box 2670
Florence, AZ 85232
520-868-7557

Employer: The Town of Florence, Arizona.
Position: Town Attorney

Biography:

James E. Mannato is originally from New York, N.Y. and received his college education at Hofstra University, graduating with a Bachelor of Arts in 1980. He subsequently relocated to San Diego, California and received his J.D. from California Western School of Law, serving as a Notes and Comments Editor of the Law Review in his senior year. Mr. Mannato is currently admitted to the practice of law in both California and Arizona and has been engaged in the practice of law for seventeen years.

James Mannato became an Arizona resident in 1997 and began his service as Florence Town Attorney in January of 2003. He is currently employed full-time by the Town, performing a diverse array of legal duties in the course of his employment. His municipal practice involves issues in land planning and development, utility regulation, groundwater use, elections, open meetings, public records, and many other topics which regularly involve the Town.

Mr. Mannato is very interested in the relationship between AMRRP and its member municipalities, and would like to take a more active role in its continued development and success.

Sandy Morari

From: Ken Strobeck
Sent: Wednesday, May 13, 2009 4:26 PM
To: Sandy Morari
Subject: FW: Nomination for AMRRP Board of Trustees

From: Gilbert Davidson [mailto:gdavidson@MARANA.COM]
Sent: Wednesday, May 13, 2009 4:28 PM
To: Ken Strobeck
Cc: Deb Thalasis
Subject: Nomination for AMRRP Board of Trustees

AMRRP Nominating Committee:

It is my honor to nominate Deb Thalasis to the Arizona Municipal Risk Retention Pool (AMRRP) Board of Trustees and ask for your consideration in her appointment. Ms. Thalasis serves as the Assistant Town Manager for the Town of Marana and oversees all administrative service functions, which include human resources, finance, technology services, and grants administration. She would be a tremendous asset to the Board of Trustees. I fully support her appointment and the time commitment she will give to be a contributing member of the Board.

Her background is extensive, including nearly 26 years experience in city management and human resources. She served as assistant to the city manager in Louisville, Colo., and assistant city manager in Plano, Texas. She was the administrative services director in Littleton, Colo. and human resources director in Bellevue, Wash. and at Bastyr University in Kenmore, Wash. Before moving to Arizona, she also served as the finance and administrative services manager for King County, Wash. Her educational background includes a bachelor's in political science and a master's in public administration from the University of Florida.

If I can assist or provide any additional information, please let me know.

Candidate's Name: Deb Thalasis
Position: Assistant Town Manager
Jurisdiction: Town of Marana
Address: 11555 W. Civic Center Dr.
Marana, AZ 85653
Phone: (520) 382-1900
Email: dthalasis@marana.com

Gilbert Davidson
Town Manager
Town of Marana
11555 West Civic Center Drive
Marana, Arizona 85653
(520) 382-1900 office
(520) 382-1901 fax
gdavidson@marana.com



*Marana is the centerpiece of the Sonoran Desert
experience, where fun and progress meet.*

To ensure compliance with the State of Arizona Open Meeting Law, recipients of this message should not forward it to other members of the Marana Town Council. Members of the Council may reply to this message, but they should not send a copy of the reply to other members.



APR 22 2009

TOWN OF ORO VALLEY
11000 N. LA CAÑADA DRIVE
ORO VALLEY, ARIZONA 85737
Administrative Offices (520) 229-4700 Fax (520) 297-0428
www.orovalleyaz.gov

April 20, 2009

AMMRP Nominating Committee
League of Arizona Cities & Towns
1820 West Washington Street
Phoenix, AZ 85007

Sir / Madam:

With this letter I wish to submit my application for nomination to one of the AMRRP Board of Trustee vacancies.

I am the Safety and Risk Manager for the Town of Oro Valley and have been serving in this capacity, on a full-time basis, for nearly two years. Previous to that, I was the safety manager for the Oro Valley Police Department.

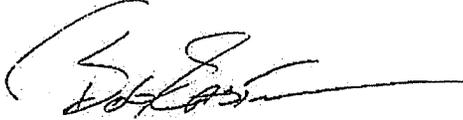
My work history is in law enforcement primarily, with over 30 years of service at the Tucson Police Department and more recently at the Oro Valley Police Department. My safety and risk management experience was born out of recognizing gaps in programs, training and compliance within the various departments and then volunteering to provide the active work and direction to begin the corrections of these deficiencies. Along the way I've vigorously pursued and received valuable training and experience.

Although my experience and educational achievements in the fields of Safety and Risk Management are likely limited in comparison with other nominees, I believe I could bring a cooperative and energetic presence to the AMMRP Board of Trustees if selected. I am continuing my educational process in both the fields of safety management and risk management.

If during your deliberations you desire references or additional information I will be pleased to respond to your requests.

I have attached a biography, as requested, for your review.

Sincerely,

A handwritten signature in black ink, appearing to read 'Bob Easton', with a long horizontal flourish extending to the right.

Robert M. "Bob" Easton
Safety & Risk Manager
Town of Oro Valley
Office Phone: 520-229-2901
Cell Phone: 520-954-3929
reaston@orovalleyaz.gov
Think Safety -- Work Safely

Resume / Vita

ROBERT M. EASTON

Mailing Address: 11000 N. La Canada Dr. Tucson, Arizona 85737
Email: reaston@orovalleyaz.gov
Date of Birth: December 19, 1949

I. EDUCATIONAL EXPERIENCE:

B.A. Prescott College Psychology/Counseling 1999

II. PROFESSIONAL EXPERIENCE:

2007-Present: Safety and Risk Manager Town of Oro Valley, AZ.

2001-2007: Safety Manager for the Oro Valley Police Department.;
Office of Professional Development and Training Administrator
Oro Valley Police Dept.

1999-2003: Trainer, Assistant Investigator and Site Supervisor for The
National Institute of Justice Grant #98-FS-VX-0005.
Co-Director for the National Institute of Justice Law Enforcement
Grant #2000-LS-VX-0004.

1994-2001 Gilmartin, Harris & Assoc. Behavioral Sciences / Management
Consulting Firm

1971-1998 Tucson Police Department: Commissioned police officer and
Sergeant. Multiple management assignments and responsibilities
throughout the career.

III. APPLICABLE PROFESSIONAL TRAINING

- Advanced Safety Certificate – National Safety Council
- Risk Management Basics for Local Government – Public Entity Risk Institute
- OSHA #501: Trainer in Occupational Safety & Health for The General Industry
- OSHA #510: Construction Industry Standards
- Supervisors' Development Program Certificate – National Safety Council
- Safety Management Techniques Certificate – National Safety Council
- Certificate in OSHA Compliance – National Safety Council
- Dynamics of Fleet Safety – National Safety Council

IV. RELATED PROFESSIONAL ORGANIZATIONS & AFFILIATIONS

Arizona Governmental Safety Association
Public Risk Management Association
American Society of Safety Engineers
National Safety Council
National Fire Protection Association
American Industrial Hygiene Association

V. CIVIC ACTIONS

Past member of The Board of Directors, Executive Board of Directors and Past Vice President 100 Club of Arizona
Past member of The City of Tucson Deferred Compensation Board of Directors
Past member of The Brewster Center Board of Directors
Past member of The Knights of Pythias
Past member of The Downtown Optimists Club

VI. PROFESSIONAL & PERSONAL REFERENCES – Upon Request

Town of Clarkdale
PO Box 308 (or) 890 Main Street
Clarkdale, AZ 86324

Ph (928) 639-2400, Fx (928) 639-2409
www.clarkdale.az.gov



June 1, 2009

League of Arizona Cities & Towns
ATTN: AMRRP Nominating Committee
1820 West Washington Street
Phoenix, AZ 85007

Re: Call for Nominations

Greetings to All Parties,

I am writing to express my interest in being considered as a candidate for one of the two AMRRP Board seats to be filled. Being a longtime participant of AMRRP in good standing, the Town of Clarkdale recognizes the benefits afforded by the Pool. It is with an appreciation of those benefits and an understanding of the Board's role and function which prompts me to respond to your call at this time. I believe that my professional background would be an asset to the AMRRP Board while continuing to uphold the commitment and diversity of its existing slate of members.

A brief biography: I have worked for the Town of Clarkdale for the past five years, currently as the Assistant Town Manager. I doing so, I serve as Director of Human Resources, Community Services Director (over Parks & Recreation, Library services and volunteer outreach), Management Liaison to the Clarkdale Court, and Risk Management Supervisor. My 20-year career prior to that time was in the insurance industry with an emphasis on business management. During that period I earned many professional designations, a result of the constant pursuit of ongoing education, a standard that I continue to maintain. My overall background has provided me with the tools to have an effective and positive impact with my current responsibilities. As a more recent side commitment, I have participated in, and been involved in the development of, Verde Valley Leadership (www.vvleadership.com). This is a three year old non-profit organization designed to cultivate professional skills and currently I serve as its President-Elect.

My actions in pursuing the AMRRP Board Nomination are endorsed and supported by the Town of Clarkdale. Should additional professional reference information be helpful, please feel free to contact either of the following:

Town of Clarkdale
PO Box 308 (or) 890 Main Street
Clarkdale, AZ 86324

Ph (928) 639-2400, Fx (928) 639-2409
www.clarkdale.az.gov



Doug Von Gausig, Mayor
Town of Clarkdale
PO Box 308
Clarkdale, AZ 86324
928.300.6603
douvgv@clarkdale.az.us

Gayle Mabery, Town Manager
Town of Clarkdale
PO Box 308
Clarkdale, AZ 86324
928.639.2400
gayle.mabery@clarkdale.az.gov

I appreciate your considerations and ask that you contact me if other information would be appropriate or helpful.

Best regards,

Janet Perry

Janet Perry
Assistant Town Manager
928.639.2412
janet.perry@clarkdale.az.gov

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#9



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: July 1, 2009

Meeting Type: Regular Session

Consent Agenda **Regular Business**

Reference Document: Resolution 2009-780

Agenda Title (be exact):

Discussion, consideration, and possible approval of Resolution 2009-780 a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona temporarily suspending all actions and to relieve the members of such commissions of all duties as of the date hereof of the following Commissions: Housing Commission, Library Advisory Commission, Parks & Recreation Commission, and the Trails and Pathways Commission. This action may also include direction to staff to prepare a reception to thank those volunteers who serve on the commissions.

Purpose and Background Information:

Manager Scannell recommended releasing the Commissions as part of a balanced budget. The Town Attorney advised that this must be done by resolution. Staff recommends a temporary suspension of all commissions, as opposed to removing them from the Town Code. The resolution before you suspends the commissions and discharges the members. Staff also recommends that Council authorize an informal reception that Council members will attend to express appreciation to all those members who have worked tirelessly in their duties.

Recommendation (Suggested Motion):

1. Move approve Resolution 2009-780 a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona temporarily suspending all actions and to relieve the members of such commissions of all duties as of the date hereof of the following Commissions: Housing Commission, Library Advisory Commission, Parks & Recreation Commission, and the Trails and Pathways Commission and direct staff to prepare a reception to thank those volunteers who serve on the commissions.

OR

2. Move to deny Resolution 2009-780, with the understanding that the Commissions will continue as they are now and appropriate adjustments must be made to the Tetentative FY 09-10 budget to accommodate this direction.

Finance Review: **Budgeted** **Unbudgeted** **N/A**

Finance Director Comments/Fund: N/A

Attorney Review: **Yes** **No** **N/A**

Attorney Comments: N/A

Submitting Department: Clerk's Office

Contact Person: Deborah Barber
Action Report prepared by: D. Barber



RESOLUTION 2009-780

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,
TEMPORARILY SUSPENDING ALL ACTIONS
AND TO RELIEVE THE MEMBERS OF SUCH COMMISSIONS
OF ALL DUTIES AS OF THE DATE HEREOF
OF THE FOLLOWING COMMISSIONS:
HOUSING COMMISSION, LIBRARY ADVISORY COMMISSION,
PARKS & RECREATION COMMISSION, AND THE
TRAILS AND PATHWAYS COMMISSION.**

WHEREAS, the Mayor and Common Council of the Town of Camp Verde have a responsibility to its citizens to carefully account for public funds, manage the finances wisely, and plan for adequate funding of services that are desired by the public; and

WHEREAS, the Mayor and Common Council of the Town of Camp Verde are responsible for the approval, adoption, implementation, and monitoring of the budget; and

WHEREAS, the Mayor and Common Council's philosophy includes funding the service delivery system using the resources provided through current revenue collection while planning for future needs; and

WHEREAS, the Mayor and Common Council of the Town of Camp Verde find that the Town and State economies are underperforming at alarming rates and economic indicators do not demonstrate that recovery will occur in the near term; and

WHEREAS, Arizona Law (Title 42) requires the Mayor and Council to annually adopt a balanced budget; and as such, the Mayor and Council have made appropriate adjustments to the FY 09-10 budget.

NOW THEREFORE, the Mayor and Common Council of the Town of Camp Verde do hereby resolve that it is in the best interest of the Town to suspend for an undetermined period, all actions of the Housing Commission, Library Advisory Commission, Parks & Recreation Commission, and the Trails and Pathways Commission and to relieve the members of such commissions of all duties as of the date hereof.

PASSED AND ADOPTED by majority vote of the Mayor and Common Council at the regular meeting of July 1, 2009.

Bob Burnside, Mayor

Attest:

Deborah Barber, Town Clerk

Approved as to form:

William Sims

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#10



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: July 1, 2009

Meeting Type: Regular Session

Consent Agenda **Regular Business**

Reference Document: Ordinance 2006-A331

Agenda Title (be exact):

Discussion, consideration, and possible direction to staff to begin the process to combine the Design Review Board duties with those of the Planning & Zoning Commission, to place Ordinance 2006-A331 on the July 8, 2009 Work Session Agenda for review and possible amendment and to bring a recommendation or an ordinance for adoption to Council at the earliest possible date.

Purpose and Background Information:

Manager Scannell recommended releasing the Commissions as part of a balanced budget. During this discussion, Council directed staff to research what is needed to combine the duties of the Design Review Board with those of the Planning & Zoning Commission. The Town Attorney advises that the ordinance must be changed to allow this. Since this ordinance amended the Planning & Zoning ordinance, it must go through the Planning & Zoning Commission process. In addition, Section D Establishment and Composition of the membership may also need to be amended. The ordinance is attached for your review.

Recommendation (Suggested Motion):

1. Move direct staff to begin the process to combine the Design Review Board duties with those of the Planning & Zoning Commission, to place Ordinance 2006-A331 on the July 8, 2009 Work Session Agenda for review and possible amendment and to bring a recommendation or an ordinance for adoption to Council at the earliest possible date.

OR

2. Move to keep the Design Review Board as it is, with the understanding that the Board will continue as they are now and appropriate adjustments may need to be made to the Tentative FY 09-10 budget to accommodate this direction.

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund: N/A

Attorney Review: Yes No N/A

Attorney Comments: N/A

Submitting Department: Clerk's Office

Contact Person: Deborah Barber

Action Report prepared by: D. Barber



ORDINANCE 2006 A 331

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA ADOPTING BY REFERENCE THE ESTABLISHMENT OF SECTION 124, ENTITLED DESIGN REVIEW, TO THE PLANNING AND ZONING ORDINANCE (87-A23), AND PROSCRIBING PENALTIES FOR VIOLATIONS THEREOF.

Section 1. Adoption by Reference. Pursuant to A.R.S. Section 9-802 (as amended) the Town hereby adopts for application and enforcement Section 124, entitled Design Review to the Planning and Zoning Ordinance, dated October 25, 2006, that is declared a public record pursuant to **Resolution 2006-711** and attached thereto.

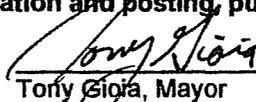
Section 2. Effective Date. The effective date of the Design Review Section 124 of the Planning and Zoning Ordinance, dated October 25, 2006 shall be November 25, 2006, or upon completion of publication and posting as a penal ordinance as provided by law, whichever date is later.

Section 3. Repeal. Upon adoption of this ordinance, any part of the current Zoning Ordinance that previously regulated Design Review shall be deemed repealed, with the exception that applications, plans and properties already having hearings or approvals pending shall continue to be governed by the prior regulations.

Section 4. Copies of the Design Review Section. At least three (3) copies of the Town of Camp Verde Planning and Zoning Ordinance Section 124, Design Review, dated October 25, 2006 and any future amendments or revisions, shall be kept on file in the office of the Town Clerk for public access. Additional copies may be purchased by the public at nominal cost for material and reproduction. Copies placed for public access shall be readily available for public inspection during normal working hours.

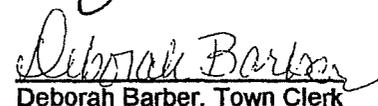
Section 5. Penalty. Any person who fails to comply with any provision of Section 124 of the Planning and Zoning Ordinance, or uses property in violation of any provision of said Section, or a permit issued therein, shall be guilty of a Class 2 misdemeanor, punishable as provided by law, with each day the property or activity is in violation constituting a separate offense. "Person" includes the property owner, occupant, agent, or any person having control over the use of the property. Enforcement of the Section may also be through injunction or abatement as set forth in ARS 9-462.05, as amended.

PASSED AND APPROVED by a majority vote of the Town Council in an open meeting by the Town Council of the Town of Camp Verde, Arizona on this 25th day of October 2006 to be effective when publication and posting, pursuant to A.R.S. Section 9-813, is completed.



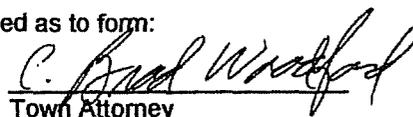
Tony Gioia, Mayor

Date 10/30/06

Attest: 

Deborah Barber, Town Clerk

Approved as to form:



Town Attorney



RESOLUTION 2006-711

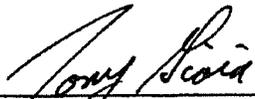
**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,
DECLARING THE DESIGN REVIEW SECTION 124 OF THE PLANNING AND
ZONING ORDINANCE, DATED OCTOBER 25, 2006, TO BE A PUBLIC RECORD
AND ESTABLISHING SECTION 124 DESIGN REVIEW OF THE PLANNING AND
ZONING ORDINANCE**

Whereas, ARS 9-802 permits the enactment and publication by reference of a code or public record, including a statute, rule or regulation of the municipality, in the interest of economy, and

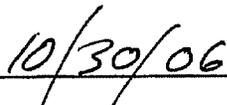
Whereas, the document entitled **Section 124 Design Review**, dated October 25, 2006 is a lengthy ordinance to be adopted by **Ordinance 2006-A331**, and which would qualify for enactment by reference by law.

NOW THEREFORE THE MAYOR AND THE COMMON COUNCIL OF THE TOWN OF CAMP VERDE HEREBY DECLARE SECTION 124, DESIGN REVIEW, OF THE PLANNING AND ZONING ORDINANCE, ATTACHED HERETO AND INCORPORATED HEREIN, TO BE PUBLIC RECORD PURSUANT TO ARS 9-802, TO BE ENACTED BY ORDINANCE 2006-A331, AND ORDER THAT THREE (3) COPIES OF THE ORDINANCE, TOGETHER WITH ANY FUTURE AMENDMENTS OR ADDITIONS WHICH ARE ADOPTED, BE PERMANENTLY FILED IN THE OFFICE OF THE TOWN CLERK AND AVAILABLE FOR PUBLIC INSPECTION.

PASSED, APPROVED AND ADOPTED by the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, on the 25th day of October 2006.



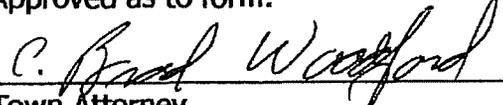
Tony Gioia, Mayor



Date

Attest:


Deborah Barber, Town Clerk

Approved as to form:


Town Attorney

**SECTION 124
DESIGN REVIEW**

DEFINITIONS

1. "Applicant" means any real property owner or agent applying for Design Review approval according to this article.
2. "Board" means the Design Review Board of the Town of Camp Verde.
3. "Commission" means the Planning and Zoning Commission of the Town of Camp Verde.
4. "Department" means the Community Development Department of the Town of Camp Verde.
5. "Director" means the director of the Community Development Department of the Town of Camp Verde.
6. "Building Inspector" means building inspector of the Community Development Department of the Town of Camp Verde.
7. "Vertical Structure" Vertical structures include all construction with the exception of resurfacing of streets, parking lots, and driveways.

A. PURPOSE

1. The Town of Camp Verde's Design Review process is intended to provide an aesthetic direction for continuing development within town boundaries in order to help preserve the western rural appearance and small town sense of place described in the Town's General Plan. A Town Council appointed citizen's board will review applicable proposed building projects to help ensure that new construction is consistent with the General Plan's vision of the Town's past, present and future character.
2. To further this purpose, the Town, through the Design Review Board and Planning Staff, will review and the Board shall act upon all development applications pertaining to commercial, industrial, multi-family, Planned Unit Developments and Planned Area Developments.

B. APPLICABILITY

1. This Ordinance shall apply to all buildings and other vertical structures and signs erected, constructed, converted, established, altered (including resurfacing and repainting), or enlarged within the Town of Camp Verde.
2. Exceptions:
 - a) Single Family detached dwellings, vertical structures and accessory structures that are not a part of a Planned Area Development or a Planned Unit Development; including manufactured homes.
 - b) Temporary sales and construction offices.
 - c) Public utility electrical transmission structures. Substations are considered voltage reduction facilities and are not exempt from the provisions of this Ordinance.

C. POWERS AND DUTIES

1. The Board shall have the power to hold public meetings to review design aspects of the following applications to assure conformance with the general intent and specific provisions of this Ordinance and shall review the following: applications for new commercial development, industrial development, institutional development, all types of subdivisions, multi-family development, Planned Area Developments, Planned Unit Development, and vertical structures within the Town of Camp Verde to assure conformance with the general intentions and provisions of the Town of Camp Verde Design Review Ordinance.
2. Each Board member shall fairly review each application without regard to (1) property ownership, (2) the member's relationship, if any, to the Applicant or property owner, or (3) the type of business proposed. All members shall be subject to ARS 38-501, et. seq.
3. The Board shall have the power and duty to grant approval, conditional approval, or disapproval of all applications for Design Review under this Ordinance based solely on the criteria set forth in Section J of this Ordinance and any supplemental guidelines as approved by the Town Council.

D. ESTABLISHMENT, COMPOSITION

1. The Board shall be appointed by the Town Council and be comprised of seven (7) voting members, each of whom shall be a resident of the Town. The composition of the Board shall be as follows:
 - a) Two (2) members who shall be qualified by background, training or experience in design related occupations such as architecture/building design, landscape architecture, land use planning, civil engineering or similar fields.
 - b) Two (2) members who shall be or have been a builder, contractor, developer, real estate agent or otherwise represents contracting, development or real estate interests.
 - c) Two (2) members who shall represent the general public interest. These members may be lay persons with or without special knowledge of building design, construction, or real estate development, but should not be generally representative of those occupations described above.
 - d) One (1) representative member from the Planning and Zoning Commission.

E. TERMS OF MEMBERS, VACANCIES, COMPENSATION

1. With the exception of Planning and Zoning Commission representatives, members shall be appointed to three-year terms of service. However, the first appointment for one member of each of the three representative groups shall be to two-year terms to stagger appointments as determined by the Town Council.

2. The Planning and Zoning Commission representatives shall be appointed to six-month terms and shall rotate to provide the opportunity for all Commissioners to serve during their term of office. The Commission will select its representative member for the term and forward his or her name to the Town Council for appointment.
3. Members of the Board may be removed by the Town Council pursuant to Town Code Section 4-1-D.
4. The Town Council shall appoint a qualified person to fill any vacancy for the duration of the term. However, if the length of the unexpired term is less than six months, the Town Council may elect to appoint the member to the balance of the unexpired term plus a new three-year term.
5. All members shall serve without pay. However, members of the Board may be reimbursed for actual expenses incurred in connection with their Board duties upon prior authorization or ratification by the Board and approval by the Town Manager.

F. SELECTION OF OFFICERS

1. The Board shall elect a Chairman and Vice-Chairman from its members to serve for one (1) year and until a successor is elected and qualified. The Chairman shall preside at all meetings and exercise all the usual rights and duties of the head of any similar organization. The Chairman shall have the power to administer oaths and to take evidence. The Vice-Chairman shall perform the duties of the Chairman in the Chairman's absence or disability. A new election shall be held to fill any vacancy for an unexpired term.

G. QUORUM, VOTING

1. Four (4) members shall constitute a quorum. The affirmative vote of a majority of members voting shall be required for passage of any matter before the Board. A member may abstain from voting only upon a declaration that he or she has a conflict of interest, in which case such member shall take no part in the deliberation on the matter in question.
2. In the event that a voting quorum is unachievable on a particular application due to declared conflicts of multiple members, the Director shall assume the powers of the Board to determine the outcome of the application.

H. RULES AND REGULATIONS

1. The Board shall make and publish rules and regulations as necessary to govern its proceedings and to provide for its meetings.
2. All meetings of the Board shall be open to the public.
3. The minutes and records of all Board proceedings shall be kept and filed as public record in the office of the Town Clerk.

I. ADMINISTRATION AND PROCEDURES

1. Prior to the preparation of final architectural or engineering drawings for any building or structure to which this Ordinance is applicable, a pre-application meeting shall be held with (1) the Director, (2) members of the Board constituting less than a quorum, or (3) both to review conceptual project plans and to identify positive and negative attributes early in the design process. A concept site plan and elevations indicating basic colors and materials are required.
2. Subsequent to the pre-application meeting, a complete Application for Design Review shall be submitted to the Director. Application forms and a complete list of required information are available upon request at the Community Development Department.
3. As part of the Application, the applicant or authorized agent shall submit the following information for consideration by the Board:
 - a) A site plan indicating:
 - i. The areas devoted to buildings, walkways, landscaped areas, retention or detention structures, and parking layouts.
 - ii. The existing and proposed drainage systems, sign locations, outdoor lighting locations, trash enclosures, cluster mailboxes, vending machines, backflow prevention devices and service entrance panels.
 - b) A site cross-section showing the relationship of the proposed building and its grades to those adjacent if the proposed building's finished floor will be 36 inches above or below any adjacent building within 100 feet.
 - c) An outdoor lighting layout showing types of lamps and fixtures used and lumen per acre calculations. All Outdoor lighting shall comply with Section 120 (Outdoor Lighting Ordinance). Manufacturer's cut sheets showing fixture appearance and shielding information shall be included. Any building skylights and the method of shielding shall be indicated.
 - d) A landscape plan with a description of the (1) size and (2) type of landscape materials to be used and the method for maintenance.
 - e) Elevation drawings of all sides of the building or structure with an indication of materials and colors being used. The Board may require material and color samples and other information to clarify the application.
 - f) All proposed signs must be detailed graphically with illustrations depicting size, height and shape of the sign and a description of materials, colors and lighting to be used.
 - i. Free standing sign locations must be shown on the site plan.
 - ii. Building-mounted signs must be shown on the building elevation.

4. The Director may approve an application for a building or structure in lieu of forwarding the application to the Board if the proposal meets any of the criteria a through d below. The Director shall have the same duties and powers of the Board in regard to these buildings and structures. If there are concerns that cannot be resolved between the Applicant and the Director or if the proposal does not clearly meet the criteria set forth in Subsection J, the application shall be forwarded to the Board for consideration.
 - a) Any and all resurfacing of vertical structures.
 - b) Signs that are 64 square feet or less in area, are building-mounted or monument style, and clearly meet both the requirements and intent of this Ordinance and the requirements of Sections 118 (Sign Regulations) and 120 (Outdoor Lighting Ordinance).
 - c) A proposed building or vertical structure that:
 - i. is either an addition or an accessory structure to an existing building and does not exceed twenty-five percent (25%) of the existing building floor area or five thousand (5,000) square feet
 - ii. conforms to the criteria set forth in Section J of this Ordinance for all proposed and existing buildings, vertical structures, signs and landscaping on the site, and
 - iii. is complimentary with surrounding properties as well as with the existing building.
 - d) An addition or accessory building that does not substantially or detrimentally alter the appearance of the site as seen from off-site.
5. The Design Review Board shall have the power to approve, conditionally approve, or deny all applications for Design Review.
6. Upon receiving approval or a conditional approval from the Design Review Board, the Applicant may proceed with the preparation of a complete set of plans for submittal to the Department for a building permit. Prior to issuance of a building permit, the Building Inspector shall determine that all Design Review requirements have been met.

J. CRITERIA

1. In considering an application for Design Review, the Design Review Board shall be guided by the following criteria:
 - a) The general design of buildings, structures, signs, and the surrounding site shall reflect the simple building style historically prevalent within the Town, and should draw on the western, rural, and historic military influences that have shaped Camp Verde's architecture since its inception. Comfortable simplicity is to be preferred over architectural complexity, while still addressing massing and scale considerations.
 - b) Projects should promote elements that contribute to the western rural atmospheres by integrating outstanding natural features such as trees, rivers, creeks, rock outcroppings, or the like whenever possible.

- c) Special attention shall be required for prominent industrial and high intensity commercial projects allowable within industrial and C-3 districts that are visible and are within close proximity to non-industrial/C-3 districts, residential districts and major transportation corridors such as Main Street, State Route 260, and Interstate 17. Such projects shall be designed to minimize negative impacts with improved building exteriors and both vegetative and structural screening techniques.
- d) Residential projects subject to Design Review, as part of a PAD and PUD or as required by the Town subdivision regulations, shall minimize monotony by using different colors and types of roofing materials, alternating the orientation of roof lines and pitches, varying lot widths, staggering front yard setbacks, varying sideyard setbacks, and using different elevations on adjacent lots. In addition, medium to high-density residential zones shall include mini-parks providing active and passive recreational opportunities, for example, barbecues, ramadas, picnic tables, children's playgrounds, horseshoes, and volleyball areas.
- e) Building color should be compatible with existing structures and should reinforce the visual character of the proposed building.
 - i. The color should not be such that the building is competing for attention.
 - ii. Generally, building colors should be subdued and not garish, and should not in any way become "signing" of the building or site.
 - iii. Warm, muted shades should be used as the body or overall building background color.
 - iv. Brighter and richer hues of related or contrasting color should be used as accent colors and highlight colors for architectural elements.
 - v. Paint colors should be related to the natural material and colors found on the building, such as brick, terra cotta, stone, tile, wood or cast iron.
 - vi. Brick and stone should be left natural.
- f) The materials used in constructing the building, structure, or sign shall be of equal or superior quality, color and texture and shall be compatible with those materials used in construction of buildings, structures or signs in the general proximity to the Applicant's request.
- g) The building or structure shall be in proper scale with the parcel upon which it is located and shall be compatible with those in the general proximity and the community.
- h) The overall site design and design of the building, structure or sign shall not adversely affect the existing or potential development of properties in the general proximity.

- i) Trails and pathways identified by the Camp Verde General Plan shall be included in proposed development designs in furtherance of the Town's goal of developing public access to the Verde River and other natural watercourses and should contribute to the western rural atmosphere of the Town. Trails shall be improved to provide multi-modal transportation opportunities for pedestrians and equestrians.
 - j) Ingress, egress and on-site traffic, parking and circulation shall be designed to promote both driver and pedestrian safety and convenience and shall meet the minimum requirements outlined in Sections 108.L and 108.M of the Zoning Ordinance.
 - k) The proposed development shall not have any detrimental effect upon the general health, welfare, safety and convenience of persons within the community.
2. Within the Downtown Redevelopment Area, in addition to the above:
- a) New buildings, structures, signs and exterior remodeling or resurfacing projects shall be designed with special attention to historical context.
 - i. Though certain historically used materials may be unavailable or impractical in modern construction, the designer should try to use materials that imitate the appearance of those materials.
 - ii. Reflective, glossy surfaces and materials that are obviously modernistic shall be avoided.
 - b) Architecture and design elements should reflect or complement those present in Camp Verde's older historic buildings to ensure the compatibility with the immediate vicinity. It is strongly recommended that owners or builders consult with the Design Review Board in the early planning stages of a new construction project. New construction should be compatible with existing structures in the immediate area in the following ways:
 - i. Size, height, and setback of structures;
 - ii. Relationship of the structure to the open space between it and neighboring structures;
 - iii. Exterior features, such as window sill or header lines, the proportion of window and door openings to the overall façade, and the horizontal or vertical emphasis of major building elements; and
 - iv. Building materials

(Please see Historical Overview and Visual Library for examples.)
 - c) The Design Review Board shall give special attention to application within the Downtown Redevelopment Area to assure that new and remodeled buildings fit within a reasonable historic context, even if compatibility with more modern surrounding buildings is diminished.

K. DECORUM, PROTOCOL

- 1. Meetings will be conducted according to policy set by the Board. Such policy shall be subject to approval by the Town Council.

2. The Chairman shall direct meetings in such a manner as to assure adequate discussion among members and applicants. All speakers shall address the Chair.
3. Design Review Board proceedings are regulatory in nature rather than advisory or legislative. While open to the public, no statutory right of the public to speak exists. The Chairman may allow public input as appropriate; however, the decision of the Board is to be primarily made based on the physical merits of the application.

L. DUTIES OF STAFF

1. Planning Staff shall accept and review completed applications for Design Review, compile meeting packets, and advise the Board as to whether the application complies with Zoning Ordinance requirements for lot coverage, parking and circulation, landscaping, lighting, signage and other applicable requirements.
2. Planning Staff shall prepare and post meeting notices, Board agendas and other notifications as required by the Town Code.
3. Planning Staff shall provide written minutes of all meetings and provide to the Town Clerk copies of documents of public record.

M. FEES

1. Upon filing an application, the Applicant shall pay an application fee to the planning department in accordance with a schedule established by resolution of the Town Council and posted in the office of the Zoning Administrator.
2. No part of any such fee shall be returnable after an application is filed and the fee is paid.

N. APPEAL

1. Any applicant or any citizen of the Town of Camp Verde who is dissatisfied or aggrieved by the decision of the Design Review Board may appeal such decision to the Town Council by filing a written Notice of Appeal with the Town Clerk, not later than fifteen (15) days from the date of the Board's decision, and the Council shall hear all appeals *de novo*. The decision of the Council shall be binding upon all parties.

O. ENFORCEMENT, VIOLATIONS, PENALTIES

1. The Director shall insure that all matters are undertaken according to conditions of the approved plans.
2. Noncompliance with the approved plans shall be grounds for stopping work on the project or for denial of Certificate of Occupancy.

3. **Penalty.** Any person who fails to comply with any provision of Section 124 of the Planning and Zoning Ordinance, or uses property in violation of any provision of said Section, or a permit issued therein, shall be guilty of a Class 2 misdemeanor, punishable as provided by law, with each day the property or activity is in violation constituting a separate offense. "Person" includes the property owner, occupant, agent, or any person having control over the use of the property. Enforcement of the Section may also be through injunction or abatement as set forth in ARS 9-462.05, as amended.

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#11



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: July 1, 2009

Meeting Type: Regular Session

Consent Agenda **Regular Business**

Reference Document: City of Prescott's and City of Sedona's proposed League Resolutions

Agenda Title (be exact):

Discussion, consideration, and possible agreement to support and/or to co-sponsor the Cities of Prescott and Sedona proposed resolutions that they will submit to the League of Arizona Cities and Towns.

- Resolution #1 urges the Legislature to modify state liquor laws to enhance the ability of municipalities to address community-related problems associated with liquor establishments, such as requiring the Department of Liquor Licenses and Control and the State Liquor Board to give greater consideration to city/town recommendations on proposed liquor license.
- Resolution #2 urges the Legislature to modify State Statutes to allow cities and towns to request a price range in a Request for Proposal or Statement of Qualification solicitation for Professional Services.
- Resolution #3 amending Title 39-121.01(D) to allow additional fees for voluminous or substantial public records requests.

Purpose and Background Information:

During the annual League of Arizona Cities and Towns conference, cities and towns present proposed resolutions to a committee made up of elected and/or appointed officials for consideration. The League then presents the resolutions to the Legislature for consideration.

Recommendation (Suggested Motion):

1. Move to co-sponsor one, two, all, or none of the resolutions and direct staff to notify the City of Prescott.

Finance Review: **Budgeted** **Unbudgeted** **N/A**

Finance Director Comments/Fund:

Attorney Review: **Yes** **No** **N/A**

Attorney Comments:

Submitting Department: Mayor and Council

Contact Person: D. Barber

Action Report prepared by: D. Barber

Debbie Barber

From: Tucker,Connie [connie.tucker@prescott-az.gov]
Sent: Monday, June 22, 2009 2:49 PM
To: julie.ayers@co.yavapai.az.us; mayorburnside@cvaz.org; dbarber@cvaz.org; jbunker@chinoaz.net; gstrikland@chinoaz.net; douvgv@commspeed.net; gaylem@clarkdale.az.us; mayor@dianejoens.com; dbartosh@ci.cottonwood.az.us; williamemerson@dhaz.gov; ltarkowski@pvaz.net; radams@sedonaaz.gov; elevitt@sedonaaz.gov
Cc: Wilson,Jack
Subject: Prescott's League Resolutions

As discussed at the meeting on Friday, The City of Prescott will be submitting resolutions to the League of Cities and Towns for consideration. I have attached three resolutions that were submitted last year and approved by the League for the 2009 legislative agenda. Unfortunately, none of the resolutions made it to committee. We will be submitting these three again as written and would welcome any city or town that would like to sign on as a co-sponsor. If you have any questions, or would like to be listed as a co-sponsor, please let me know. Also, the Prescott City Council will be considering requests for co-sponsorship at its July 7th meeting, so if any city or town has resolutions in need of a co-sponsor, please send them to me. Thank you.

Connie Tucker
Management Analyst
City of Prescott
(928) 777-1144

Prescott Resolution #1

Urges the Legislature to modify state liquor laws to enhance the ability of municipalities to address community-related problems associated with liquor establishments, such as requiring the Department of Liquor Licenses and Control and the State Liquor Board give greater consideration to city recommendations on proposed liquor licenses.

Submitted by:

City of Prescott,

A. Purpose and Effect of Resolution

This resolution proposes to modify state liquor laws to improve the ability of municipalities to address public safety and quality of life concerns associated with problem liquor establishments, primarily through the State Liquor Department and Board. Some examples are as follows:

- 1) Allow cities to request a hearing of the State Liquor Board at the time of renewal for existing licenses when sufficient reason exists to request the Board to not renew the license; and/or
- 2) Create a 12-month provisional permit for licenses when a municipality recommends denial of a license but the Board grants approval; and/or
- 3) Modify the definition of licensed premises to include parking lots of bars and liquor stores; and/or
- 4) Hold license applicants accountable to commitments made during the application process.
- 5) Modify the membership of the State Liquor Board to include a municipal law enforcement representative.
- 6) **Give careful consideration to a municipality's concerns regarding the owner/manager, particularly when factual research demonstrates poor past performance.**

B. Relevance to Municipal Policy

Poorly managed liquor establishments pose considerable problems for law enforcement and surrounding neighborhoods, such as crime, noise violations and parking issues. Reforms to liquor laws increasing the consideration of impacts to neighborhoods would greatly enhance the ability of municipalities to protect public safety and quality of life in these neighborhoods. Legislation addressing problem liquor establishments and changes to Arizona liquor laws have been an ongoing challenge for cities and towns. Cities and towns should have the ability to plan their communities as they believe best, including the location and operation of liquor establishments. The proposed provisions allow cities to have a greater role in the liquor licensing process for liquor establishments to ensure that are addressed.

C. Importance of Resolution to Your City or Town

Legislation addressing problem liquor establishments and changes to Arizona liquor laws have been an ongoing challenge for cities and towns. Cities and towns should have the ability to plan their communities as they believe best, including the location and operation of liquor establishments. The proposed provisions allow cities to have a greater role in the liquor licensing process for liquor establishments to ensure that are addressed.

D. Fiscal Impact to Cities and Towns

These provisions should result in fewer police calls for liquor establishment-related incidents, reducing the need for law enforcement resources and increased costs to cities and towns.

E. Fiscal Impact to the State

Anticipated costs to the State would be minimal, primarily one time administrative implementation costs by the State Liquor Department and Board.

F. Contact Information

Prescott Resolution #1

Name: Connie Tucker
Phone: (928) 777-1144

Title: Management Analyst
Email: connie.tucker@cityofprescott.net

Increase Municipal Input on Liquor Licenses

PRESCOTT RESOLUTION #2

Urges the Legislature to modify State Statutes to allow cities and towns to request a price range in a Request for Proposal or Statement of Qualification solicitation for Professional Services.

Submitted by: City of Prescott,

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A. Purpose and Effect of Resolution

This resolution proposes to modify State Statutes 34-103 and 34-603 to allow municipalities to request a price range for the fees associated with the services listed in a Request for Proposal/Statement of Qualifications (RFP/SOQ) solicitation. The price range will only be one of several criteria used to evaluate the proposals and would not be allowed to be weighted more than 20% of the total score.

B. Relevance to Municipal Policy

34-103 does not allow a municipality to consider fees for services in the selection process for certain professional services. This has led to many instances where municipalities spend weeks in the selection process and find that the fees charged by the #1 rated firm far exceed the budgeted amount. The municipality is then required to restart the negotiation process with the #2 firm, and so on until a fee within the budgeted amount is agreed upon. In some cases, the municipality has to reissue the RFP/SOQ because they are unable to reach an agreement on fees, resulting in months of delay in starting a project and increasing the costs associated with the project.

The RFP/SOQ process is an important component of any municipality's Capital Improvement Program. Any delay to the process will ultimately result in increased costs to the citizens of the municipality. Having the ability to evaluate the fee structure range at the beginning of the process will enable a municipality to save time and start the project sooner.

C Fiscal Impact to Cities and Towns

This provision should allow municipalities more timely completion of their needed capital projects and other projects requiring professional services, as well as ultimately saving the taxpayers money.

D. Fiscal Impact to the State

There should be no increased fiscal impact to the State.

E. Contact Information

Connie Tucker, Management Analyst for the City of Prescott at 928-777-1144 or connie.tucker@cityofprescott.net.

PRESCOTT RESOLUTION #3

Amending Title 39-121.01(D) to allow additional fees for voluminous or substantial public records requests.

Submitted by: City of Prescott,

A. Purpose and Effect of Resolution

Municipalities conduct hundreds of public records requests each year. While the majority of such requests are routine, and involve only minimal amounts of documents or a specific document, a small percentage of the records requests require intensive staff time to research and copy the requested records. At a time when municipal budgets are strained and staff increases are unlikely, these voluminous requests will have a significant impact on city staff. Amending Title 38 to provide for and cover the actual staff time and costs for these requests by allowing municipalities to assess a search fee and actual hourly fees to recoup the employee costs involved in fulfilling these voluminous requests will help prevent unduly burdensome and expensive requests, including frivolous type requests, from being foisted on the general public. **Our proposal is that requests involving in excess of 100 pages of documents, or those which involve substantial amounts of research, location and assembly time by city staff, involving in excess of one hour of staff time (such as archival requests for voluminous documents, substantial historical and data base research, and many other such requests, which could also include requests such as all e-mails between two particular agencies or within a department, such as a police department, etc) be billed at the actual costs of the clerical and staff time for such personnel as are necessarily and actually involved in processing the request.**

B. Relevance to Municipal Policy

Transparency is essential to municipal government and processing public records requests is one component of that transparency. **However, some requests are tendered, whether inadvertently or otherwise, entailing undue expense and cost to local government and of course, ultimately the taxpayers.** The amount of resources required to respond to a **small percentage of voluminous records requests, and these appear to be increasing exponentially, are not adequately covered within the statutory limitations for fees.** Often, huge boxes of archival material, e-mails, and massive document searches cause hours of staff time and expense. Currently there is no incentive for requesting parties not to focus their inquiries to what they actually are seeking and some of the many requests appear to be **excessive or actually designed or intended to be burdensome or oppressive.** Establishing a reasonable, actual cost fee for these searches will encourage persons to be more specific and directed in their public records requests and will ensure that the extreme costs and time involved in huge requests will not be an additional burden on already strained municipal resources.

Again, by way of example, some requests are very vague and over-broad, i.e. "all e-mails" when a city receives tens of thousands of e-mails in a week, or "all documents related to Project X" where Project X is a multi-phase, multi-year project that involves a literal truckload of documents. These types of requests involve excessive staff time, ultimately costing our citizens. Our city and many others have received numerous such requests this past year. If the requestors had to pay for the actual costs associated with these requests, the requestors may be inspired and would have incentive to narrow the scope of the request and limit it to the documents they truly want. Currently, there is no such incentive and no method for the government to recover the excessive time and costs foisted upon the taxpayers and municipal departments.

C. Fiscal Impact to Cities and Towns

Cities would be able to recover the actual costs associated with complying with the public records requests, allowing strained staff and financial resources to be used for local services. Requestors desiring huge truckloads of documents should reasonably bear the actual staff time and costs for their voluminous requests.

D. Fiscal Impact to the State

The State would also be able to recover its actual costs as well when processing public records requests.

E. Contact Information

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Agenda Item #11: Alternative language for resolution

Modified Draft Resolution

“Support conservation and protection of open space, plant, animal, water, and other natural resources as value-added to the current and best use value test of State Trust Land Transactions, particularly in those regions of the State where preservation of natural resources is critical to the highest and best use development of undeveloped land in adjacent unincorporated communities, incorporated cities and State Trust lands.”

Submitted by:

City of Sedona, AZ

A. Purpose and Effect of Resolution

Arizona has over nine million acres of land currently held in trust for the common schools. It is generally understood that the Arizona Constitution requires Trust lands be sold or leased for the highest appraised value to the highest bidder at public auction. Earning money for Arizona’s public schools is the primary mission of the Trust. It has been the opinion of some that this goal is irreconcilable with any goal to preserve state trust land as open space or to use it to preserve wildlife corridors or other similar uses. However, it may very well be that incorporation of open space, wildlife corridors, and other less impactful land uses into the future development of state trust lands could have the effect of enhancing rather than reducing the overall value of such lands. The resolution being proposed would recognize that a higher overall value of the land to the Trust could be obtained in some situations by making consideration for the protection and value of open space, plant, animal and/or water resources a part of the current test for highest and best use, . Additional benefits coming from such a policy change would be, more sustainable development of the land, better long-term manageability for Cities, Towns and Counties, and further enhancement of the value and desirability of adjacent state lands and other properties.

Consideration for the value and benefit of open space and conservation in Trust land would enable adjacent Arizona communities to plan for more sustainable development and provide an opportunity to ensure that managed growth occurs in, around and between communities. Consideration for open space, plant, animal and or water resources would ease growing concerns of unsustainable growth, provide human/animal interaction and a natural feel to the developable area, allow for cluster-development with consideration for open space, and control the amount of new infrastructure – including infrastructure that adds to the beneficiary base of the State Trust, making lands even more attractive to developers and increasing their value to the schools.

B. Relevance to Municipal Policy

Trust lands are a substantial component of the process under Arizona’s 1998 Growing Smarter program and are integrated into the General Plans of many communities across the state. Some regions, like the Verde Valley for example, are dependent on the appropriate development of Trust land in order to meet important regional goals such as, preserving open space and community character, and insuring that communities do not grow together. This situation can derail efforts for regional cooperation in planning and thwart real opportunities for reasonable, sustainable development that has common benefits to all communities.

C. Fiscal Impact to Cities and Towns

If state land sales can incorporate consideration of the above-mentioned factors into the calculation of the highest and best use of the land, the resulting fiscal benefits for cities and towns will include improved consideration for open space and development methods that value wildlife corridors and preservation increases the development potential for undeveloped land, thereby protecting the values of other nearby land and expanding the economic base of the community and the state.

D. Fiscal Impact to the State

Any perceived loss of immediate revenue for the Trust would be offset by the economic benefits that result from the improved ratio of development to open space and conservation, the subsequent enhanced value and development potential for the adjacent Trust lands and other properties, and slowing the number of new beneficiaries dependent on the Trust – particularly schools.

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